

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 25 May 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/82715740990>. The meeting can also be observed via the following link: <https://youtu.be/SIKXeh9YUOI>. *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
18 May 2021

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
19:30 on 25 May 2021

AGENDA

19. Welcome

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

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

21. Declarations of Interests and dispensations

21.1. 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

22. To consider the draft minutes of the Annual Meeting on 18 May 2021

23. 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.

24. Finance

24.1. To receive the draft minutes of the meeting on 20 May 2021 and to note that any recommendations arising from that meeting will be considered at the next regular Full Council meeting

24.2. To receive and consider the following:

24.2a. 2021 – 2022 budget position

24.2b. To note any bank reconciliations

24.2c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 30 April 2021 and May 2021 to date

24.2d. A quotation for a replacement fire alarm system at the Marina Theatre

25. Governance

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

25.2. To note progress with preparations for the External Audit

26. Assets, Inclusion and Development

26.1. To receive the draft minutes of the meeting on 17 May 2021

26.2. To consider the following recommendations from the AID Committee:

26.2a. To delegate authority to officers to proceed with pledging land at the North Denes, Fen Park and Clarkes Lane to WildEast, and progress appropriate signage, within a maximum budget of £1,000

26.2b. To transfer a total of £17,500 previously allocated to the Fen Park pond to the ponds and waterways budget, in anticipation that it will be spent this year (officers to identify which reserves the funds were previously allocated to)

26.2c. To delegate authority to officers to progress leaflets and signage for the Gainsborough Drive pond regarding duck feeding, within a maximum budget of £750

26.2d. To delegate authority to officers to liaise with stakeholders and agree locations to produce mulch in Fen Park and Kensington Gardens

26.2e. To delegate authority to officers to proceed with the refurbishment of the Kensington Gardens bowls pavilion windows within the maximum amount of capital grants funding available from East Suffolk Council (to be referred back to the AID Committee if the

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quotations exceed this)

- 26.2f. An in principle agreement to provide access to the seawall from the Links Road car park, subject to liaison with the Coastal Protection Authority
- 26.2g. To provide administrative support to the Jack Rose Old Lowestoft Society to progress plans for heritage plaques
- 26.2h. To explore designs and seek quotations for the proposed bus shelter on Harris Avenue
- 26.2i. To decline a request from the Lowestoft Boxing Academy to hire Whitton Residents' Hall
- 26.2j. To approach experts for support regarding procurement of additional items of the Lowestoft Collection (confidential)
- 26.3. To consider a request from a member of the public for tree works at the Great Eastern Linear Park and any feedback from a recent survey of the site
- 26.4. To note amendments to the allocation of bins previously approved for purchase for the Town Council's parks
- 26.5. To consider any works needed to the Marina Theatre including the roof (some aspects may be confidential)
- 26.6. To consider progressing a promotional video of Lowestoft (some aspects may be confidential)
- 26.7. To consider the costs of repair and legal advice and potential for the removal of the Jubilee Bridge (some aspects may be confidential)
- 26.8. To consider progress with the Town Hall development and funding bid (some aspects may be confidential)

27. Planning

- 27.1. To receive the draft minutes of the meetings on 27 April 2021 and 4 May 2021

28. Climate Emergency and Ecological

- 28.1. To receive the draft minutes of the meeting on 24 May 2021 and to note that any recommendations arising from that meeting will be considered at the next regular Full Council meeting

29. Legal

- 29.1. To note the consultation on the further draft recommendations for Suffolk County Council division boundaries

30. Date of next meeting

22 June 2021 19:30

31. Items for the next agenda and close

- 32. **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:**

- 32.1. Any matters, including those above as required