

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 26 October 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/82924487349>. The meeting can also be observed via the following link: <https://youtu.be/GSzui6zo92c>. *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 October 2021

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, NR33 9BB
18:30 on 26 October 2021

AGENDA

98. Welcome

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

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

100. Declarations of Interests and dispensations

100.1. 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

101. To consider the draft minutes of the meeting on 28 September 2021

102. 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.

103. Finance

103.1. To receive the draft minutes of the meeting on 14 October 2021

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

103.2a. To delegate the Community Engagement budget to the Assets, Inclusion and Development Committee and on to the Events and Communications Sub-Committee

103.2b. To ring fence an additional £15,000 in the play areas budget for the Whitton Green project

103.2c. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential)

103.3. To receive and consider the following:

103.3a. 2021 – 2022 budget position

103.3b. To note any bank reconciliations

103.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 30 September 2021 and October 2021 to date, and any payments for approval, including the following:

103.3ci. Two additional officer car parking permits for the Whapload Road car park, at a cost of £650 each

103.3cii Installation of ventilation fans in the Marina Theatre stairwell, at a cost of £885.71 plus VAT

103.4. To consider any costs relating to the delivery of the Tree Council Branching Out Fund grant

104. Governance

104.1. To receive and note the External Audit report

104.2. To note completion of the interim Internal Audit

105. Assets, Inclusion and Development

105.1. To receive the draft minutes of the meeting on 4 October 2021

105.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:

105.2a. To remove and not reinstate the three items of teen equipment from the Britten Road play area, but consider replacement equipment at a later date as part of wider plans for the park

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- 105.3. To receive an update on amplification and recording equipment options for the Council Chamber
- 105.4. To consider the agreement of Anglian Water's standard compound licence and conditions to use the Links Road car park as a compound site for forty four weeks from 4 January 2022
- 105.5. To consider public safety concerns regarding traffic management around the Triangle Market and High Street area
- 105.6. To consider issuing a letter of support to the Lowestoft Men's Shed in securing a premises in Lowestoft for their activities
- 105.7. To consider Lowestoft Town Council's involvement with the East Suffolk Town Celebrations
- 105.8. To note that the joint East Suffolk Council and Great Yarmouth Borough Council bid for a City of Culture involving Great Yarmouth and Lowestoft was not successful
- 105.9. To consider residents' concerns regarding the transparency in allocation of cultural investment and regeneration funding (some aspects may be confidential)
- 105.10. To consider options for a replacement conservatory in Normanston Park (confidential)
- 105.11. 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)
- 105.12. To consider Marina Theatre contracts and funding (confidential)
- 105.13. To note the position regarding the civic artefacts transferred from East Suffolk Council (confidential)

106. Personnel

- 106.1. To receive the draft minutes of the meeting on 13 October 2021
- 106.2. To note the decisions of the Personnel Committee regarding staff recruitment

107. Planning

- 107.1. To receive the draft minutes of the meeting on 5 October 2021

108. Climate Emergency and Ecological

- 108.1. To receive the draft minutes of the meeting on 5 October 2021

109. Outside Bodies

- 109.1. To receive and note Cllr Barker's report from the Marina Theatre Trust Annual General Meeting Away Day on 27 September 2021

110. Legal

- 110.1. To consider legal issues relating to land transfers (confidential)
- 110.2. 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)

111. Date of next meeting

23 November 2021 18:30

112. Items for the next agenda and close

113. 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:

- 113.1. Any matters, including those above as required