

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 19:00 on 27 July 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/83993879128>. The meeting can also be observed via the following link: <https://youtu.be/XAOpl7dHxsU>. *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
20 July 2021

Lowestoft Town Council

Full Council Meeting

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

19:00 on 27 July 2021

AGENDA

49. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Elise Youngman

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report. Also, to welcome Cllr Elise Youngman and accept her Declaration of Acceptance of Office (signed in advance).

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

51. Declarations of Interests and dispensations

51.1. 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

52. To consider the draft minutes of the meeting on 22 June 2021

53. 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.

54. Finance

54.1. To receive the draft minutes of the meeting on 1 July 2021

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

54.2a. To set the following reserves targets:

54.2ai To increase the repairs and maintenance earmarked reserve to £300,000

54.2aii To increase the capital works earmarked reserve to £500,000

54.2b. To adopt the following Town Council policies:

54.2bi Social Media Protocol

54.2bii Training and Development Policy

54.2biii Public Participation Protocol (Video Meetings), as amended

54.2biv Video Meeting Protocol, as amended

54.2bv Sustainability Strategy, as amended

54.2bvi Infrastructure Investment Plan, as amended

54.2bvii Defibrillator Policy, as amended

54.2bviii Community Engagement Policy

54.2bix Co-option Policy, as amended

54.2bx Mulch Policy

54.2c. To amend the Grant Awarding Policy to require applicants to provide, where relevant, evidence to support the sum being applied for, particularly where there is a breakdown of costs

54.2d. To proceed with the purchase of laptops for all Councillors, within a maximum budget of £20,000

54.3. To receive and consider the following:

54.3a. 2021 – 2022 budget position

54.3b. To note any bank reconciliations

54.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 30 June 2021 and July 2021 to date

54.4. To consider the Smart Towns initiative and any financial and practical contributions

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55. Governance

- 55.1. To consider actions by the Town Council in response to the Covid-19 pandemic
- 55.2. To note the findings of East Suffolk Council's Audit and Governance Committee regarding a Code of Conduct complaint (Ms Brooks v Councillor Taylor) and consider related recommended sanctions
- 55.3. To review the status of the Normanston Park Tenancy Arrangements Sub-Committee
- 55.4. To consider any requests for membership to Committees from Cllr Elise Youngman
- 55.5. To consider arrangements for future meetings

56. Assets, Inclusion and Development

- 56.1. To receive the draft minutes of the meeting on 19 July 2021
- 56.2. To consider the following recommendations from the AID Committee:
 - 56.2a. To delegate responsibility to the Clerk, the Mayor and the Chairs of Finance and Governance and AID committees to establish a three or five year plan for developing Denes Oval tennis courts including the retention of public courts.
 - 56.2b. To delegate responsibility to the Events and Communication Officer to progress sponsorship of the Scores Race taking into account the Council's Climate and Health Declarations and with funding from the Community Engagement budget.
 - 56.2c. To consider providing temporary barriers at the Triangle Market to help accommodate future markets.
 - 56.2d. To consider that implementation of the Community Engagement Policy is taken into account as part of the current equality review.
- 56.3. To consider the future of the 'Rope Walk' at The Ness
- 56.4. To consider the costs of repair and legal advice regarding the Jubilee Bridge (some aspects may be confidential)
- 56.5. To consider the position regarding the civic artefacts transferred from East Suffolk Council (confidential)

57. Planning

- 57.1. To receive the draft minutes of the meetings on 22 June 2021 and 6 July 2021

58. Climate Emergency and Ecological

- 58.1. To receive the draft minutes of the meeting on 12 July 2021
- 58.2. To consider the following recommendations from the Climate Emergency and Ecological Committee:
 - 58.2a. To agree the boundaries for the WildEast areas at Clarkes Lane, Fen Park, the North Denes, part of the Great Eastern Linear Park, part of the Gunton Community Park and the land behind 4 The High Street, as per the meeting paper

59. Outside Bodies

- 59.1. To consider a request to appoint Cllr Page to the Triangle Market and The Scores Working Group
- 59.2. To appoint a representative to East Suffolk Council's Open Space Study Consultation
- 59.3. To appoint a representative to the Friends of Fen Park
- 59.4. To consider whether to become a funding partner of the Wherry Lines Community Rail Partnership, at a cost of £500 per annum
- 59.5. To receive an update on the Joint East Suffolk District Council and Great Yarmouth Borough Council Bid for a City of Culture involving Great Yarmouth and Lowestoft.

60. Legal

- 60.1. To consider transfer issues relating to the Kirkley Community Sports and Social Club, Walmer Road.

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60.2. To consider transfer arrangements relating to the registration of ownership for the North Denes and Tingdene and consider enforcement action relating to 'Phase 3' (confidential).

61. Date of next meeting

24 August 2021 18:30

62. Items for the next agenda and close

63. 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:

63.1. Any matters, including those above as required