

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 28 September 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/88645757574>. The meeting can also be observed via the following link: <https://youtu.be/yy2tFZSenw4>. *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
21 September 2021

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AGENDA

- 81. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Christian Newsome**
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report. Also, to welcome Cllr Christian Newsome and accept his Declaration of Acceptance of Office (signed in advance).
- 82. To consider apologies for absence from any Councillors not in attendance**
- 83. Declarations of Interests and dispensations**
- 83.1. 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
- 84. To consider the draft minutes of the meeting on 24 August 2021**
- 85. 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.
- 86. Finance**
- 86.1. To receive the draft minutes of the meeting on 9 September 2021
- 86.2. To consider the following recommendations from the Finance and Governance Committee:
- 86.2a. To adopt the Town Council's Standing Orders, as amended
- 86.2b. To standardise the membership of the Town Council's Committees and Sub-Committees to quorum plus one
- 86.2c. To standardise Committee and Sub-Committee Terms of Reference to gender-neutral terminology
- 86.2d. To adopt the following Town Council policies:
- 86.2di Anti-Harassment and Bullying Policy
- 86.2dii Conferring of the Title of Honorary Freemen and Freewomen Policy, as amended
- 86.2diii Cycling Pledge
- 86.2div Data Protection Policy, as amended
- 86.2dv Data Retention Policy
- 86.2dvi Disciplinary Rules
- 86.2dvii Environmental Policy
- 86.2dviii Equality and Diversity Policy, noting that a further review may be required following completion of the inclusivity review
- 86.2dix Infrastructure Investment Plan, as amended
- 86.2dx Acquisitions and Disposal Policy, as amended
- 86.2e. To receive an update on the National Lottery Heritage Fund Stage 1 bid for the Town Hall (confidential)
- 86.2f. To transfer the Capital Works (undesignated assets) earmarked reserve and the £78,508 ring-fenced against the Town Hall to the Town Hall earmarked reserve (some aspects may be confidential)
- 86.2g. To consider The Town Council's capital liability and attending risk if the National Lottery Heritage Fund Stage 1 bid for the Town Hall is successful, with a recommendation to proceed from the Finance and Governance Committee (confidential)
- 86.2h. Arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential)
- 86.3. To receive and consider the following:

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- 86.3a. 2021 – 2022 budget position
- 86.3b. To note any bank reconciliations
- 86.3c. Payments, including those made under delegated authority, any payments for approval, and income and expenditure reports for the month ending 31 August 2021 and September 2021 to date
- 86.4. To receive an update on the purchase of laptops for those Councillors who have requested them

87. Governance

- 87.1. To consider any requests for membership to Committees from Cllr Christian Newsome
- 87.2. To consider whether to extend the Town Clerk's emergency delegated authority

88. Assets, Inclusion and Development

- 88.1. To receive the draft minutes of the meeting on 6 September 2021
- 88.2. To consider the following recommendations from the AID Committee:
 - 88.2a. To not act as the licensee for the Triangle Market bollard until an appropriate design is selected which meets the needs of the community
 - 88.2b. To remove and not reinstate the damaged boardwalk at the Great Eastern Linear Park
 - 88.2c. To proceed with the de-silting of Gainsborough Drive pond over the winter, and to determine by what method to de-silt the Gainsborough Drive and Fen Park ponds, including to consider any quotations received
 - 88.2d. To approve an application for a memorial bench in Sparrows Nest or Belle Vue Park, with delegated authority to officers to liaise with the applicant and agree an appropriate location
 - 88.2e. To delegate authority to officers to liaise with the Friends of Kensington Gardens and agree an appropriate location for a 'Talking Bench' within Kensington Gardens
 - 88.2f. To proceed with works on a retaining wall in Kensington Gardens, as per professional advice received
 - 88.2g. To proceed with works at the Ammunition Bunker, as per professional advice received
 - 88.2h. To remove the post and rail fence surrounding the Normanston Park skate park, and seek advice regarding security measures
 - 88.2i. To provide keys to the Town Council's noticeboards to any Councillor who would like one, and recognised community groups
 - 88.2j. To affirm the Council's position to allow vehicular access to Kensington Gardens to drop off visitors
 - 88.2k. To support a recommendation from the Outdoor Fitness Equipment Working Group regarding the installation of equipment in Normanston Park and Fen Park, and ring-fence an addition £12,000 in the play areas budget to complete the project at both sites (some aspects may be confidential)
 - 88.2l. To approve the five year programme of works for the Sparrows Nest building complex, as set out in the condition survey report, and recommendations regarding funding the works (confidential)
 - 88.2m. A recommendation regarding the Town Council's contract for IT services (also supported by the Finance and Governance Committee) (confidential)
- 88.3. To receive an update on amplification and recording equipment options for the Council Chamber
- 88.4. To consider the diversion (not closure) of footpath 52 across The Ness
- 88.5. To consider quotations received and appoint a contractor for the refurbishment of the Sparrows Nest play area (some aspects may be confidential)
- 88.6. 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)

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88.7. To consider an application for Freedom of the Town (confidential)

89. Personnel

89.1. To consider the process for deciding which Councillors will be part of the shortlisting and interviewing process for new staff

90. Planning

90.1. To receive the draft minutes of the meetings on 24 August, 7 September and 21 September 2021

91. Climate Emergency and Ecological

91.1. To receive the draft minutes of the meeting on 7 September 2021

91.2. 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

92. Community Safety

92.1. To receive the draft minutes of the meeting on 22 September 2021 and to note that any recommendations will be considered at the next Full Council meeting

93. Outside Bodies

93.1. To receive and note Cllr Butler's report from the Lowestoft Place Board meeting on 7 September 2021

93.2. To appoint a representative and substitute representative to the Lowestoft Kittiwake Management Partnership

94. Legal

94.1. To consider legal issues relating to land transfers (confidential)

95. Date of next meeting

26 October 2021 18:30

96. Items for the next agenda and close

97. 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:

97.1. Any matters, including those above as required