

# 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 **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:30 on 25 April 2023.

**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 submitting 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/83336861542>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/y5fB4TO1J4A>.

*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 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 relevant interests in matters on the Agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S. Bendix*

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Shona Bendix, Town Clerk  
18 April 2023

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

18:30 on 25 April 2023

### AGENDA

#### 184. Welcome

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

#### 185. To receive and consider approval of apologies for absence from any Councillors not in attendance

#### 186. Declarations of Interests and dispensations

186.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

186.2. To consider written requests for dispensations for interests and note dispensations granted.

#### 187. To consider the draft minutes and confidential note of the meeting on 28 March 2023

#### 188. 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.

#### 189. Finance

189.1. To receive the draft minutes of the meeting on 27 March and 3 April 2023

189.2. To consider the following grant applications:

189.2a. Lowestoft Armed Forces Day for £11,600, noting that £10,000 had been provisionally budgeted for this event

189.2b. The Grit: Lowestoft Centre for the Arts and Heritage CIC for £900

189.3. To consider approval of a 5% price increase in the cost of hiring the sound system for Full Council meetings

189.4. To note the period for the exercise of public rights is 3 July to 11 August 2023

189.5. To consider the Asset Register

189.6. To receive and consider the following:

189.6a. 2023 – 2024 budget and reserves

189.6b. Any bank reconciliations

189.6c. Payments and income for the month ending 31 March 2023 and April 2023 to date (see schedules)

189.6d. Payments for approval

189.7. To consider the following regarding the redevelopment of the Town Hall:

189.7a. The Towns Fund Agreement and subsidy controls (some aspects may be confidential)

189.7b. A report from the Project Board, including Business Plan, Audience and Activity Plan, Funding Plan and Risk Register

189.7c. The draft bid to the National Lottery Heritage Fund (including financials, business plan, design and activity plan) and any delegation to progress and submit the bid (some aspects may be confidential)

189.7d. The funding and any budgetary implications, including to consider a request to East Suffolk Council for funding (some aspects may be confidential)

189.8. To further consider VAT advice in relation to the Town Hall and Marina Theatre

189.9. To consider the following regarding the Marina Theatre:

189.9a. To receive a presentation on the redevelopment of the Marina Theatre and consider in principle approval of the designs

189.9b. Purchasing replacement parts for the cinema projector, within a maximum budget of £2,000

189.9c. The budgetary implications of the RIBA Stage Two report (confidential)

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- 189.9d. The status of the Towns Fund Agreement (confidential)
- 189.9e. The draft lease (confidential)
- 189.10. To receive a report from the Clerk regarding grounds maintenance, and in particular to consider the following contract arrangements (confidential):
  - 189.10a. Specialist sports
  - 189.10b. Tree audit and management
  - 189.10c. Waste management
  - 189.10d. Caretaking and cleaning
- 189.11. To consider non-payment of interest due on the rent for a tenant (confidential)
- 189.12. To consider issues relating to the settlement of an invoice for a memorial tree (confidential)

### 190. Assets, Inclusion and Development

- 190.1. To receive the draft minutes of the meeting on 3 April 2023
- 190.2. To consider approving the next phase of works to the Denes Oval tennis courts, and a delegation to the Clerk to progress all remaining work through to completion

### 191. Planning

- 191.1. To receive the draft minutes of the meetings on 28 March, 11 April and 18 April 2023

### 192. Climate and Ecological Emergency

- 192.1. To receive the draft minutes of the meeting on 17 April 2023
- 192.2. To receive an update on progressing the bulky waste collection service

### 193. Personnel

- 193.1. To receive the draft minutes of the meeting on 6 April 2023
- 193.2. To consider the following recommendations from the Personnel Committee:
  - 193.2a. To consider adopting the amended Terms of Reference
  - 193.2b. To consider terms and conditions for staff (confidential)

### 194. To consider lease and licence arrangements for the following (confidential):

- 194.1. To receive an update on the Hamilton House lease, service charges and rent
- 194.2. To receive an update on licence arrangements for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

### 195. Outside bodies

- 195.1. To note Cllr Barker's report from the First Light Festival Steering Group meeting on 30 March 2023

### 196. Date of next meeting

- Annual Meeting 16 May 2023 at 18:30
- 23 May 2023 at 18:30

### 197. Items for the next agenda and close

- ### 198. 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:
- 198.1. Any matters, including those above as required