

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 26 July 2022.

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/89495093557>. The meeting can also be observed via the following link: <https://youtu.be/RH9w-O6QJK8>. *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

15 July 2022

Lowestoft Town Council

Full Council Meeting

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

18:30 on 26 July 2022

AGENDA

54. Welcome

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

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

56. Declarations of Interests and dispensations

56.1. To receive Declarations of Disclosable Pecuniary and Other Registerable 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

57. To consider the draft minutes and appended confidential notes of the meeting on 28 June 2022

58. 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.

59. Finance

59.1. To receive the draft minutes of the meeting on 11 July 2022

59.2. To consider a request from Cllr Patience to join the Finance and Governance Committee

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

59.3a. To seek additional members for the Budget and Loan Sub-Committee, noting the availability of financial awareness training via Suffolk Association of Local Councils

59.3b. To adopt the following policies:

59.2bi. Acquisitions and Disposal Policy, as amended

59.2bii. Adverse Weather Policy, as amended

59.2biii. Anti-Harassment and Bullying Policy, as amended

59.2biv. Appraisals Guidance, as amended

59.2bv. Complaints Procedure, as amended

59.2bvi. Conferring of the Title of Honorary Freeman and Freewomen

59.2bvii. Conferring of the Title of Honorary Freeman and Freewomen (Post Award)

59.2bviii. Community Engagement Policy

59.3c. To review and, if necessary, reaffirm the decision at the previous meeting to decline grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts

59.4. To consider progressing the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732

59.5. To finalise any procurement or governance arrangements relating to the Lowestoft Town Tennis Club capital works at the Denes Oval

59.6. To receive and consider the following:

59.6a. 2022 – 2023 budget position

59.6b. Any bank reconciliations

59.6c. Payments and income for the month ending 30 June 2022 and July 2022 to date (see schedules)

59.6d. Payments for approval

59.7. To consider the need to replace the Fen Park footbridge and set a maximum budget

59.8. To consider the redevelopment of the Town Hall and the report from the Project Board

59.9. To consider expenditure and any delegation on the Town Hall refurbishment

59.10. To consider the Towns Fund grant agreement (some aspects may be confidential)

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- 59.11. To consider additional expenditure for conceptual work for a Kindertransport commemorative statue (£100, making the total £4,100)
- 59.12. To consider amplification and streaming equipment options for the Council Chamber
- 59.13. To consider the IT contract for the Town Council offices (confidential)
- 59.14. To consider the grounds maintenance contract (confidential)
- 59.15. To consider allocation of unspent ring-fenced funds to potential income deficit recovery and capital works earmarked reserve (confidential)

60. Governance

- 60.1. To note a Code of Conduct complaint has been made against a Lowestoft Town Councillor
- 60.2. To consider governance arrangements with the Marina Theatre Trust and any outcomes from the Quarterly Management meeting on 15 July 2022 including any progression of asset works.

61. Assets, Inclusion and Development

- 61.1. To receive the draft minutes of the meeting on 4 July 2022
- 61.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 61.2a. To renew the Council's membership to the East Suffolk Lines Community Rail Partnership (Line Group North) and the Wherry Lines Community Rail Partnership Steering Group, at a cost of £500 each
 - 61.2b. To progress the installation of kittiwake nesting ledges and installation of 'Avishock' strips to prevent future nesting at the current location on the Marina Theatre
- 61.3. To consider governance arrangements for the Gunton Estate Residents' Meeting Hall (some aspects may be confidential)

62. Planning

- 62.1. To receive the draft minutes of the meetings on 5 July 2022
- 62.2. To consider a request from Cllr LeGrice to join the Planning Committee
- 62.3. To approve proposed revised Terms of Reference

63. Climate Emergency and Ecological

- 63.1. To receive the draft minutes of the meeting on 5 July 2022
- 63.2. To consider a request from Cllr LeGrice to join the Climate Emergency and Ecological Committee

64. Personnel

- 64.1. To consider re-scheduling the Personnel Committee meeting on Thursday 6 October at 14:00
- 64.2. To consider delegating all or part of the staffing budget to the Personnel Committee and setting any limits or conditions on this expenditure

65. Outside Bodies

- 65.1. To consider Lowestoft Town Council attendance at civic events
- 65.2. To consider reimbursement arrangements for Mayoral attendance at events
- 65.3. To appoint a second voting member to the Lowestoft and Northern Parishes Community Partnership (note Cllr Pearce has already been appointed as a voting member and the Deputy Clerk attends as an observer)
- 65.4. To receive and note Cllr Barker's report from the Gull Wing Key Stakeholder Group meeting on 10 June 2022
- 65.5. To appoint representatives to a working group to progress plans for a Kindertransport commemorative statue
- 65.6. To receive and note Cllr Pearce's report from the Kittiwake Conference

66. Date of next meeting

23 August 2022 at 18:30

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18:30 on 26 July 2022

- 67. Items for the next agenda and close**

- 68. 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:**
 - 68.1. Any matters, including those above as required**