

# 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 28 March 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 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/86375722370>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/-uxqukx3AYI>.

*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  
22 March 2023

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 28 March 2023

### AGENDA

#### 168. Welcome

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

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

#### 170. Declarations of Interests and dispensations

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

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

#### 171. To consider the draft minutes and confidential note of the meeting on 28 February 2023

#### 172. 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.

#### 173. Finance

173.1. To receive the draft minutes of the meeting on 13 March 2023

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

173.2a. To approve additional funding of £13,250 for resurfacing and conduit works at the Normanston Park tennis courts

173.3. To receive and consider the following:

173.3a. 2022 – 2023 budget and reserves

173.3b. Any bank reconciliations

173.3c. Payments and income for the month ending 28 February 2023 and March 2023 to date (see schedules)

173.3d. Payments for approval, including the following:

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

173.4a. The final draft of the Towns Fund Agreement

173.4b. A report from the Project Board

173.4c. The funding and any budgetary implications (some aspects may be confidential)

173.4d. Risk management and related insurance (confidential)

173.4e. Land ownership and boundaries (confidential)

173.4f. The relationship with the Register Office (confidential)

173.4g. Options for VAT and any budgetary implications (some aspects may be confidential)

173.5. To consider the following regarding the Marina Theatre:

173.5a. Options for VAT and any budgetary implications (confidential)

173.5b. The budgetary implications of the RIBA Stage Two report (confidential)

173.5c. The status of the Towns Fund Agreement (confidential)

173.5d. The draft lease (confidential)

173.6. To consider extending delegations to the Clerk for urgent and time sensitive expenditure during the election transition period, including extending Standing Orders and Direct Debits

173.7. To consider non-payment of interest due on the rent for a tenant (confidential)

173.8. To note the forthcoming external audit and:

173.8a. To note the timetable and period for the exercise of public rights

173.8b. To review the effectiveness and adopt the arrangements for:

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173.8bi. Internal controls and internal audit arrangements

173.8bii. Risk management (including parks and play areas) and insurance

173.8c. To review the asset register

173.8d. To consider the execution of duties as the sole managing Trustee of Arnold's Bequest

173.9. To consider a report from the Clerk regarding grounds maintenance arrangements (confidential)

### 174. Assets, Inclusion and Development

174.1. To receive the draft minutes of the meeting on 6 March 2023

174.2. To consider alterations to the design and cost of improvement works to the area adjacent to the Triangle Market

### 175. Planning

175.1. To receive the draft minutes of the meeting on 7 March 2023

175.2. To receive an update on the Lowestoft Neighbourhood Development Plan

### 176. Climate and Ecological Emergency

176.1. To receive the draft minutes of the meeting on 20 March 2023

176.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:

176.2a. To amend the Terms of Reference of the Climate and Ecological Emergency Committee to specify that non-Councillor members are appointed for one civic year and would need to signify any intention to stand again to join the Committee in time for the Annual Meeting

176.2b. To consider the Lowestoft Kittiwake Partnership Agreement, including whether to seek legal advice (confidential)

### 177. Community Safety

177.1. To receive the draft minutes of the meeting on 22 March 2023

177.2. To consider a request for parking permits in Sparrows Nest for disabled RNPS Museum volunteers

### 178. Personnel

178.1. To receive the draft minutes of the meeting on 2 March 2023

178.2. To consider the following recommendations from the Personnel Committee:

178.2a. For all staff to be provided with a letter relating to certain terms and conditions (confidential)

178.2b. The process to be followed should a member of staff raise a concern regarding pay

178.2c. To consider amending point 12 in the Terms of Reference for it to include terms and conditions

178.3. To consider terms and conditions for staff relating to initial probationary reviews (confidential)

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

179.1. To receive an update on the Hamilton House lease, service charges and rent

179.2. To receive an update on licence arrangements for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

### 180. Outside bodies

180.1. To note Cllr Butler's report from the Lowestoft Place Board meeting on 7 March 2023

### 181. Date of next meeting

# **Lowestoft Town Council**

## **Full Council Meeting**

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

**18:30 on 28 March 2023**

25 April 2023 at 18:30

**182. Items for the next agenda and close**

**183. 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:**

**183.1. Any matters, including those above as required**