

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 23 May 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/81784671071>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/dRl70zICUH8>.

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
17 May 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 23 May 2023

AGENDA

23. Welcome

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

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

25. Declarations and dispensations

25.1. To accept Declaration of Acceptance of Office from Cllr David Youngman

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

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

26. To consider the draft minutes and confidential note of the Full Council meeting on 25 April 2023 (if not approved at the Annual Meeting) and the draft minutes of the Annual Meeting on 16 May 2023

27. 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.

28. To consider the co-option of Councillors, including for the following Wards:

28.1. Elmtree (one vacancy)

28.2. Harbour and Normanston (two vacancies)

28.3. Kirkley (two vacancies)

28.4. Pakefield (one vacancy)

29. To accept Declarations of Acceptance of Office from co-opted Councillors, or to consider accepting them at a later date

30. To consider any requests from co-opted Councillors to join Committees

31. Finance

31.1. To receive and note the draft minutes of the Extraordinary Finance and Governance Committee meeting on 26 April 2023

31.2. To note that the draft minutes and any recommendations arising from the meeting on 23 May 2023 will be received and considered at June's Full Council meeting

31.3. To receive and consider the following:

31.3a. 2023 – 2024 budget and reserves

31.3b. Any bank reconciliations

31.3c. Payments and income for the month ending 30 April 2023 and May 2023 to date (see schedules)

31.3d. Payments for approval

31.4. To approve the 2022 – 2023 year end documents

31.5. To appoint additional substitute Internal Controllers

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

31.6a. A report from the Project Board

31.6b. To authorise submission of the bid to the National Lottery Heritage Fund

31.6c. Progress with requesting funding from East Suffolk Council (some aspects may be confidential)

31.6d. Any final issues which are not covered by existing delegations and require Full

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Council decision, including consideration of Project Manager and Heritage Project Manager fees (some aspects may be confidential)

31.7. To consider the status of the Towns Fund Agreement for the Marina Theatre (confidential)

31.8. To receive a report from the Clerk regarding grounds maintenance, and in particular the following contract arrangements (confidential)

31.9. To consider approving an extension to the licence granted to East Suffolk Council for repairs to the Jubilee Bridge (some aspects may be confidential)

32. Assets, Inclusion and Development

32.1. To receive and update on workshop and storage premises

32.2. To further consider the potential transfer of land at the corner of Compass Street (confidential)

33. Planning

33.1. To receive and note the draft minutes of the Planning Committee meeting on 2 May 2023

33.2. To note that the draft minutes and any recommendations arising from the meeting on 23 May 2023 will be received and considered at June's Full Council meeting

33.3. To consider a request from Cllr Jen Jones to join the Planning Committee

33.4. To appoint the Chair of the Planning Committee

34. To review and appoint representatives of the Council on other bodies, if not decided at the Annual Meeting

35. Date of next meeting

27 June 2023 at 18:30

36. Items for the next agenda and close

37. 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:

37.1. Any matters, including those above as required