

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 July 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/89096959836>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/8NJNF1w9jUY>.

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 July 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 July 2023

AGENDA

57. Welcome

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

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

59. Declarations and dispensations

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

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

60. To consider draft minutes and confidential note of the Full Council meeting on 27 June 2023

61. 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.

62. Finance and Governance

62.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 11 July 2023

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

62.2a. To approve a grant application to South Pier Lowestoft Ltd for £10,500 over a three year period (£3,500 per year)

62.2b. To approve the installation and funding of Wi-Fi at the Denes Oval, within a maximum budget of £600 per year

62.2c. To consider a preliminary budget for the 2024 Rock and Roll event (note there has been a recommendation from the Assets, Inclusion and Development Committee to make this a major event with a maximum budget of £10,000)

62.3. To receive an update on commissioning the approved preventative repair works for the Sparrows Nest café/museum building

62.4. To consider a request from Cllr Parker and any other requests to join the Standing Orders and Policies Sub-Committee

62.5. To receive and consider the following:

62.5a. 2023 – 2024 budget and reserves

62.5b. Any bank reconciliations

62.5c. Payments and income for the month ending 30 June 2023 and July 2023 to date (see schedules)

62.5d. Payments for approval

62.6. To consider a virement of £30,000 from the tarmacking budget to the compliance budget

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

62.7a. A report from the Project Board

62.7b. Stage one dry rot risk management survey report

62.7c. Approval for submission of an application for Arts Council England funding, should the Town Council receive an invitation to bid, including to consider who will work on the submission

62.7d. Progress with requesting funding from East Suffolk Council (some aspects may be confidential)

62.8. To consider the following regarding public toilets:

62.8a. Quotations for the Fen Park toilets

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- 62.8b. Quotations for repairs to the Pakefield Street toilets
 - 62.8c. Additional information from the contractor regarding the Triangle Market toilets
 - 62.8d. Quotations for the Sparrows Nest toilets
 - 62.9. To consider the following regarding the Marina Theatre:
 - 62.9a. C3 electrical works, at a cost of £9,480.27 plus VAT
 - 62.9b. To receive an update on VAT advice and any implications for the lease and Towns Fund Project (confidential)
 - 62.10. To consider bank stabilisation works at the Great Eastern Linear Park, within a maximum budget of £14,600 plus VAT
 - 62.11. To approve the cost of the renewal of the Christmas lights contract for an additional three years of £7,239.02 plus VAT, and the purchase of two replacement braids at a cost of £224 plus VAT
 - 62.12. To consider adopting an official seal for Lowestoft Town Council
 - 62.13. To consider the following requests from the Lowestoft Town Cricket Club:
 - 62.13a. A replacement net training area, at a cost of £61,240 plus VAT
 - 62.13b. Renewal of sponsorship of the club, at a maximum cost of £4,000 for a two year commitment (gold package)
 - 62.13c. Landowner permission for the installation of sponsorship boards
 - 62.14. To consider a grounds maintenance report from the Clerk (some aspects may be confidential)
- 63. Assets, Inclusion and Development**
- 63.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 3 July 2023
 - 63.2. To consider whether to extend security provision at the Sparrows Nest Bowls Club matches beyond August 2023
 - 63.3. To consider proposals for improvements to the site adjacent to the Triangle Market
 - 63.4. To consider a request for the Town Council to purchase a piece of land (confidential)
- 64. Planning**
- 64.1. To receive and note the draft minutes of the Planning Committee meeting on 13 July 2023
- 65. Climate and Ecological Emergency**
- 65.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 17 July 2023
 - 65.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 65.2a. An objection to the proposed closure of the Lowestoft Railway Station ticket office
 - 65.2b. Representation at the East Suffolk Council Quarterly liaison meetings
- 66. To consider the following regarding leases, licences and procurement (some aspects may be confidential):**
- 66.1. Licences for the Lowestoft Town Tennis and Cricket Clubs
 - 66.2. An update on the Lawn Tennis Association (LTA) funding agreement for Lowestoft Town Council's tennis facilities, including to consider approval of the sustainability plan funding commitment of £1,200 per court per year, in line with the LTA's Standard Obligation Period for each location of tennis courts
 - 66.3. An update on the procurement of the tennis club operator
 - 66.4. An update on bulky waste procurement and consider awarding the contract
 - 66.5. An update on the status of the lease for the War Memorial Museum
 - 66.6. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement
 - 66.7. The outcome of the East Suffolk Council hearing APP/X3540/X/22/3299754 relating to Certificate of Lawful Use for the Phase 3 site Tingdene North Denes Caravan Site

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67. Date of next meeting

22 August 2023 at 18:30

68. Items for the next agenda and close

69. 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:

69.1. Any matters, including those above as required