

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 27 February 2024.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending 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/85961725801>. The

meeting can also be observed via YouTube on the following link:

<https://youtu.be/4vckOTdVkEs>.

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. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer

20 February 2024

Lowestoft Town Council

Full Council Meeting

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

18:30 on 27 February 2024

AGENDA

208. Welcome

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

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

210. Declarations and dispensations

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

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

211. To consider the draft minutes and confidential note of the Full Council meeting on 23 January 2024

212. 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.

213. Finance and Governance

213.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 13 February 2024

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

213.2a. To approve sponsorship opportunities with Excelsior Trust at £15,000 per year, for three years, with the year one costs already accounted in the budget (some aspects may be confidential)

213.2b. To receive any recommendations from the Policies Review Working Group on the following policies:

213.2bi. Appraisals

213.2bii. Environmental

213.2biii. Equality and Diversity

213.2biv. Financial Regulations

213.2bv. Freedom of Information Publication Scheme

213.2bvi. Friends Groups

213.2bvii. Grant Awarding

213.2bviii. Health and Safety

213.2bix. Heritage Plaques

213.2bx. Infrastructure Investment Plan

213.2bxi. Investment

213.2bxii. IT

213.2c. To consider appointing additional members to the Standing Orders and Policies Sub-Committee

213.2d. To bring forward to the recruitment of the Asset Management Officer, subject to the approval of the job specification

213.3. To receive and consider the following:

213.3a. 2023 – 2024 budget and reserves

213.3b. Any bank reconciliations

213.3c. Payments and income for the month ending 31 January 2024 and February 2024 to date (see schedules)

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- 213.3d. Payments for approval
- 213.4. To determine the budget allocation for an additional ride-on mower, purchased under the Grounds Maintenance delegation
- 213.5. To appoint Councillors to undertake the evaluation of the bids for the Tennis Operator contract

214. Town Hall Project

- 214.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 15 February 2024
- 214.2. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:
 - 214.2a. To receive and note a progress report from the Project Manager
 - 214.2b. To note the appointment of the Evaluation Consultant
 - 214.2c. To consider the acceptance of the Public Works Loan Board loan
 - 214.2d. To approve the cost of the substation
 - 214.2e. To consider the cost of any out of project scope work to survey and retain lights in the Council Chamber

215. Marina Theatre

- 215.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 31 January 2024
- 215.2. To appoint Councillors to the Marina Theatre Design Services tender evaluation panel
- 215.3. To consider a quotation for kittiwake nesting mitigation measures on the western elevation of the building

216. Assets, Inclusion and Development

- 216.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 4 February 2024 and the Extraordinary Meeting on 19 February 2024
- 216.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 216.2a. To approve block paving works to the entrance of Belle Vue Park, including to consider a maximum budget, procurement process and specification
 - 216.2b. To confer Freedom of the Town on the crew of the Lowestoft Lifeboat

217. Denes Oval

- 217.1. To consider the procurement process and specification for installation of a new cricket training nets facility at the Denes Oval
- 217.2. To receive an update on the pending condition survey of the Denes Oval pavilion, and use the findings of the survey to commission a schedule of works for refurbishment of the pavilion (some aspects may be confidential)
- 217.3. To consider the feasibility of applying for a Public Works Loan for refurbishment work to the Denes Oval pavilion and perimeter wall

218. Planning

- 218.1. To receive and note the draft minutes of the Planning Committee meetings on 25 January, 8 February and 22 February 2024
- 218.2. To receive any recommendations from the Planning Committee regarding East Suffolk Council's Planning Committee Member Call-In Process

219. Climate and Ecological Emergency

- 219.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 19 February 2024
- 219.2. To consider the following recommendations from the Climate and Ecological Emergency

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Committee:

219.2a. To review the scheme of delegations relating to planning considerations, and consider broadening it to enable the Climate and Ecological Emergency Committee to make representations on relevant matters

220. Personnel

220.1. To receive and note the draft minutes of the Personnel Committee meeting on 1 February 2024

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

220.2a. To amend the Personnel Committee's Terms of Reference, to enable meetings to be scheduled on a monthly basis

220.2b. To amend the Personnel Committee's meeting schedule for meetings to take place on the first Thursday of the month at 10:00

220.3. To consider any interim staffing arrangements (confidential)

220.4. To consider inclusion of any period of temporary employment as a factor when conducting initial six-month reviews for permanent employees (confidential)

220.5. To consider staff terms and conditions for 2024/25 (confidential)

220.6. To consider the legal position on application of the Local Government Pay Award (confidential)

221. To consider the following legal matters (some aspects may be confidential):

221.1. To consider renewal of an existing tenant's lease (confidential)

221.2. To consider the lease for Unit 2 (confidential)

221.3. To receive an update report on legal matters (confidential)

222. To consider the draft agenda for the Quarterly Liaison Meeting with East Suffolk Council on 13 March 2024 and appoint representatives to attend

223. Outside bodies

223.1. To receive Cllr Newsome's report of the High Street Heritage Action Zone Board meeting on 19 January 2024

223.2. To receive Cllrs Barker and Ray's report of the First Light Festival Steering Group meeting on 8 February 2024

223.3. To receive Cllr Rappensberger's report of the Friends of Fen Park's Extraordinary General Meeting on 24 January 2024

223.4. To appoint a substitute representative to the Gull Wing Stakeholders' Group

223.5. To note the outcome of the Suffolk County Council Budget meeting on 15 February 2024, regarding the proposed closure of the Suffolk Archives branch in Lowestoft

223.6. To receive an update on the former Lowestoft Hospital site

224. Date of next meeting

26 March 2024 at 18:30

225. Items for the next agenda and close

226. 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:

226.1. Any matters, including those above as required