

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 June 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/85354586440>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/RaY6a6xekqM>.

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
20 June 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 27 June 2023

AGENDA

38. Welcome

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

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

40. Declarations and dispensations

40.1. To accept Declarations of Acceptance of Office signed since the previous Full Council meeting, or to consider accepting them at a later date

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

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

41. To consider the draft minutes of the Annual Meeting on 16 May 2023 and the draft minutes and confidential note of the Full Council meeting on 23 May 2023

42. 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.

43. To consider any requests from Councillors to join Committees

44. Finance and Governance

44.1. To receive and note the draft minutes of the Finance and Governance Committee meetings on 23 May and 12 June 2023

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

44.2a. To adopt the Adverse Weather Policy

44.2b. To adopt the Anti-Harassment and Bullying Policy

44.2c. The lease for the War Memorial Museum (confidential)

44.3. To consider amending the meeting schedule of the Finance and Governance Committee

44.4. To receive and consider the following:

44.4a. 2023 – 2024 budget and reserves

44.4b. Any bank reconciliations

44.4c. Payments and income for the month ending 31 May 2023 and June 2023 to date (see schedules)

44.4d. Payments for approval

44.5. To consider any audit matter including the following:

44.5a. To note receipt of the internal audit report

44.5b. To consider the Annual Governance and Accountability Return (AGAR) for 2022 – 2023 and associated papers and processes for external audit, including:

44.5bi To note the internal audit report (AGAR)

44.5bii To approve the Annual Governance Statements (Section 1 AGAR)

44.5biii To approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation

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

44.6a. A report from the Project Board

44.6b. An update on the commissioning of a stage one dry rot risk management survey

44.6c. Whether to pursue an Expression of Interest in Arts Council England funding

44.6d. Progress with requesting funding from East Suffolk Council (some aspects may be

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confidential)

- 44.6e. Approval of urgent degradation works identified and specified by the Conservation Architect, but which are out of project scope, with an appropriate budget and delegation
- 44.6f. To review and consider communication between officers, the project team and Full Council going forward, including to review existing delegations, both prior to and following the decision on delivery phase funding
- 44.7. To consider the following regarding public toilets:
 - 44.7a. A quotation for the Fen Park toilets
 - 44.7b. Quotations for repairs to the Pakefield Street toilets
 - 44.7c. Additional information from the contractor regarding the Triangle Market toilets
- 44.8. To consider the following regarding the Marina Theatre:
 - 44.8a. Progress with the Towns Fund Agreement for improvement works (confidential)
 - 44.8b. The lease and funding (confidential)
- 44.9. To receive an update on the lease and other arrangements for securing outdoor storage and workshop facilities (confidential)

45. Assets, Inclusion and Development

- 45.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meetings on 24 May and 5 June 2023
- 45.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 45.2a. To progress taking ownership of land at Uplands Road North, with appropriate due diligence of registering and surveying the land to be carried out
 - 45.2b. To agree a new three year contract for Christmas lights using the existing lights
- 45.3. To consider a request from Cllr Jack-Arthur Smith to join the Assets, Inclusion and Development Committee
- 45.4. To consider any recommendations from the Parks and Open Spaces Sub-Committee regarding approval of quotations for the refurbishment of the Cotman Close play area and installation of new equipment at the Normanston Park play area (some aspects may be confidential)
- 45.5. To consider any recommendations from the Community Safety Sub-Committee on the scheduling of its meetings
- 45.6. To consider further security provision at the Sparrows Nest Bowls Club matches beyond 5 July 2023
- 45.7. To consider proposals for improvements to the site adjacent to the Triangle Market
- 45.8. To consider a request for the Town Council to purchase a piece of land (confidential)

46. Planning

- 46.1. To receive and note the draft minutes of the Planning Committee meetings on 23 May and 6 June 2023
- 46.2. To consider a request from Cllr Jack-Arthur Smith to join the Planning Committee
- 46.3. To consider a request from the Planning Committee to amend its meeting schedule to the second and fourth Thursdays of the month at 18:45

47. Climate and Ecological Emergency

- 47.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 25 May 2023
- 47.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 47.2a. To write a letter to East Suffolk Council regarding street cleaning on London Road North
 - 47.2b. To consider re-initiating quarterly meetings with East Suffolk Council
 - 47.2c. To request a meeting with the Leader of East Suffolk Council

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48. To consider requesting a meeting with the Chief Executive of East Suffolk Council
49. To consider contacting neighbouring Parish Councils regarding the possibility of formal Parish Councillor liaison meetings on matters of mutual interest
50. Personnel
 - 50.1. To receive and note the draft minutes of the Personnel Committee meeting on 21 June 2023
 - 50.2. To consider any recommendations from the Personnel Committee regarding the following:
 - 50.2a. The Redundancy Policy and including redundancy arrangements in terms and conditions of employment
 - 50.2b. Implementation of the Wellbeing Policies
 - 50.2c. The Appraisals Guidance
 - 50.2d. The provision of park wardens
 - 50.2e. Signing up to be Disability Confident
 - 50.2f. IT training for all Councillors
 - 50.2g. Officer reimbursement when using RingGo car park charge (confidential)
51. To consider the following regarding the Town Council's IT:
 - 51.1. Feedback on reasons for extended outage and subsequent IT issues September-October 2022
 - 51.2. Feedback on reasons for protracted delay in completing change of IT provider, system changes, and data migration in 2023
 - 51.3. The possibility of periodic communications between Councillor representatives and the IT provider
52. Outside bodies:
 - 52.1. To review and appoint representatives of the Council on other bodies
 - 52.2. To progress the scheduling of a meeting with third parties regarding the possible Kindertransport art installation
53. To consider the following regarding leases, licences and procurement (some aspects may be confidential):
 - 53.1. Licences for the Lowestoft Town Tennis and Cricket Clubs
 - 53.2. The Lawn Tennis Association funding agreement for the Normanston Park tennis courts
 - 53.3. Annual costs of maintaining the electronic gates at all tennis courts
 - 53.4. An update on the procurement of the tennis club operator
 - 53.5. An update on the procurement of the bulky waste contractor
 - 53.6. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement
54. Date of next meeting
25 July 2023 at 18:30
55. Items for the next agenda and close
56. 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:
 - 56.1. Any matters, including those above as required