

# 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 22 October 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/86827954192>. The

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

<https://youtu.be/M1CpUz6NdPc>.

*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.

*S. L. Foote*

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer  
15 October 2024

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 22 October 2024

### AGENDA

#### 134. Welcome

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

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

#### 136. Declarations and dispensations

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

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

#### 137. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 8 October 2024

#### 138. 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.

#### 139. Finance and Governance

139.1. To receive and consider the following:

139.1a. 2024 – 2025 budget and reserves

139.1b. Any bank reconciliations

139.1c. Payments and income for the month ending 30 September 2024 and October 2024 to date (see schedules)

139.1d. Payments for approval

139.2. To consider a request from Cllr Blowers to join the Finance and Governance Committee

139.3. To receive and note the draft minutes of the Finance and Governance Committee meeting on 8 October 2024

139.4. To note the external audit report for the year ending March 2024

139.5. To note the interim internal audit report for the year ending March 2025

139.6. To consider setting a target percentage increase for the 2025 – 2026 budget

139.7. To consider a delegation to officers to appoint a contractor for the replacement cricket net training area at the Denes Oval, following completion of the procurement process

#### 140. Town Hall Project

140.1. To receive and note the draft minutes of the Extraordinary Town Hall Project Committee meeting on 15 October 2024

140.2. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:

140.2a. To appoint the main build contractor and approve the issuing of a letter of intent (confidential)

140.2b. To receive and note a progress report from the Project Manager (some aspects may be confidential)

140.2c. To consider adoption of the Volunteer Policy

#### 141. Marina Theatre

141.1. To receive and note the draft minutes of the Extraordinary Marina Theatre Project Committee meeting on 30 September 2024

141.2. To consider the following in relation to the Marina Theatre Redevelopment Project:

141.2a. To receive an update on the award of the main build contract (confidential)

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- 141.2b. To receive and note a progress report from the Project Manager
- 141.2c. To receive an update on legal matters (confidential), including:
  - 141.2ci. Licence for Alterations
  - 141.2cii. Towns Fund funding agreement
  - 141.2ciii. Liquidated damages
  - 141.2civ. Existing management agreement to 31 March 2026
- 141.3. To receive an update on the new lease (confidential)

### **142. Assets, Inclusion and Development**

- 142.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 7 October 2024

### **143. Planning**

- 143.1. To receive and note the draft minutes of the Planning Committee meeting on 10 October 2024

### **144. Personnel**

- 144.1. To receive and note the draft minutes of the Personnel Committee meeting on 3 October 2024
- 144.2. To receive a progress report on job profiling evaluations and further implementation of the three-tier staffing structure (confidential)
- 144.3. To consider matters relating to any staff absence (confidential)

### **145. Climate and Ecological Emergency**

- 145.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 21 October 2024
- 145.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
  - 145.2a. To ask East Suffolk Council to obtain scientific answers from Sizewell C on coastal erosion and the shortage of water

### **146. Outside bodies**

- 146.1. To receive feedback from the East Suffolk Council Quarterly Liaison Meeting on 1 October 2024 and any actions for the Town Council
- 146.2. To consider appointing representatives to the Lowestoft North Cliff Community Garden CIO

### **147. To consider the following legal matters (confidential):**

- 147.1. An update report on legal matters
- 147.2. To note completion of any land transfer or lease arrangements

### **148. Date of next meeting**

26 November 2024 at 18:30

### **149. Items for the next agenda and close**

### **150. 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:**

- 150.1. Any matters, including those above as required