

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 24 September 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/81017004592>. The

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

<https://youtu.be/r8VhmqNR1BM>.

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
18 September 2024

Lowestoft Town Council

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

18:30 on 24 September 2024

AGENDA

99. Welcome

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

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

101. Declarations and dispensations

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

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

102. To consider the draft minutes and confidential note of the Full Council meeting on 27 August 2024

103. 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.

104. Finance and Governance

104.1. To receive and consider the following:

104.1a. 2024 – 2025 budget and reserves

104.1b. Any bank reconciliations

104.1c. Payments and income for the month ending 31 August 2024 and September 2024 to date (see schedules)

104.1d. Payments for approval

104.1e. Quotation for internal alterations at Hamilton House

104.2. To receive and note the draft minutes of the Finance and Governance Committee meeting on 10 September 2024

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

104.3a. Rationalisation of items 6.18 and 6.19 in Financial Regulations, including current authorised users and scenarios, protocol for reviewing and adding new authorised users and review of authorisation limits

104.3b. The increase in legal fees and budget implications (some aspects may be confidential)

104.3c. To approve a maximum budget of £20,000 to purchase a facilities management software programme, with a delegation to the Acting Town Clerk to undertake the procurement within that budget

105. Town Hall Project

105.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 12 September 2024

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

105.2a. To receive and note a progress report from the Project Manager, including an update on the procurement of a main build contractor (some aspects may be confidential)

105.2b. To approve submission of an application to the Public Works Loan Board for an uplift and extension on the already approved borrowing terms noting the cost of servicing the loan should not trigger an increase in the precept.

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106. Marina Theatre

- 106.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 12 September 2024
- 106.2. To consider the following in relation to the Marina Theatre Redevelopment Project:
 - 106.2a. To receive an update on the procurement of a main build contractor (some aspects may be confidential)
 - 106.2b. To note legal position on pending Licence for Alterations
 - 106.2c. To give consideration to funding support (confidential)

107. Assets, Inclusion and Development

- 107.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 2 September 2024
- 107.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 107.2a. A recommendation on variations to the lease for the car park on Whapload Road (confidential)

108. Planning

- 108.1. To receive and note the draft minutes of the Planning Committee meeting on 12 September 2024

109. Personnel

- 109.1. To receive and note the draft minutes of the Personnel Committee meeting on 5 September 2024
- 109.2. To receive a progress report on job profiling evaluations and further implementation of the three-tier staffing structure (confidential)
- 109.3. To consider approval of recommendations on staff terms and conditions (confidential)
- 109.4. To consider matters relating to staff absence (confidential)

110. Climate and Ecological Emergency

- 110.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 23 September 2024
- 110.2. To consider any recommendation from the Climate and Ecological Emergency Committee on the following:
 - 110.2a. Use of the climate emergency budget for installation of PV panels on the Town Hall

111. Outside bodies

- 111.1. To consider any items for inclusion on the East Suffolk Council Quarterly Liaison Meeting agenda and appoint attendees
- 111.2. To receive Cllrs Barker and Rays' report from the First Light Festival Steering Group meeting on 20 August 2024

112. To consider the following legal matters (confidential):

- 112.1. An update report on legal matters
- 112.2. To note completion of land transfer matters for the following:
 - 112.2a. Whitton Green Play Area

113. Date of next meeting

22 October 2024 at 18:30

114. Items for the next agenda and close

115. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be

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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:

115.1. Any matters, including those above as required