

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 February 2025.

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/82413551858>. The

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

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

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 February 2025

Lowestoft Town Council

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18:30 on 25 February 2025

AGENDA

234. Welcome

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

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

236. Declarations and dispensations

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

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

237. To consider the draft minutes and confidential notes of the Full Council meetings on 28 January 2025 and 4 February 2025 and the confidential note of the Full Council meeting on 17 December 2024

238. 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.

239. Finance and Governance

239.1. To receive and consider the following:

239.1a. 2024 – 2025 budget and reserves

239.1b. Any bank reconciliations

239.1c. Payments and income for the month ending 31 January 2025 and February 2025 to date (see schedules)

239.1d. Payments for approval

239.2. To receive and note the draft minutes of the Finance and Governance Committee meeting on 10 February 2025

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

239.3a. A response to the consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

239.3b. To adopt the following policies:

239.3bi. Defibrillator (as amended)

239.3bii. Health and Safety

239.3biii. Councillor Wellbeing (noting external consultant review pending)

239.3biv. Acquisitions and Disposal

239.3bv. Grant Awarding

239.3bvi. Investment

239.3c. To archive the Pandemic Contingency Policy

239.4. To note the interim internal audit report

239.5. To consider the budget allocation for direct funding of the BoxUp project in Denes Oval

239.6. To consider how food and social relief could be covered in Lowestoft with possible funding gaps

239.7. To consider submitting a response to the consultation on Establishing a Mayoral Combined Authority across Norfolk County Council and Suffolk County Council

240. Town Hall Project

240.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 13 February 2025

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

240.2a. To receive and note a progress report from the Project Manager (some aspects may be confidential)

240.2b. To consider any matters relating to the award of the main build contract and associated professional services (some aspects may be confidential)

241. Marina Theatre

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

241.1a. To receive and note a progress report from the Project Manager

241.1b. To consider the draft funding agreement (confidential)

241.2. To consider costs of repairs to the external canopy (main theatre building)

242. Assets, Inclusion and Development

242.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 3 February 2025

243. Planning

243.1. To receive and note the draft minutes of the Planning Committee meeting on 23 January 2025

244. Personnel

244.1. To receive and note the draft minutes of the Personnel Committee meeting on 6 February 2025

244.2. To consider any recommendations from the Personnel Committee regarding the following:

244.2a. To adopt the Councillor Training Programme as an appendix to the Training Policy

244.2b. Staff terms and conditions (confidential)

245. Climate and Ecological Emergency

245.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 17 February 2025

245.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:

245.2a. Sending correspondence to East Suffolk Council regarding the enforcement of bins in Lowestoft

245.2b. Requesting the support of the MP for the Sunshine Bill going through Parliament

245.3. To consider a request from Cllr John Pitts to join the Climate and Ecological Emergency Committee

246. Outside bodies

246.1. To receive feedback and consider any matters for the Town Council to action from the East Suffolk Council Quarterly Liaison Meeting on 4 February 2025 (some aspects may be confidential)

247. To consider the following legal and governance matters (confidential):

247.1. To note the February 2025 legal update report

247.2. To consider any land transfers or lease arrangements

248. Date of next meeting

25 March 2025 at 18:30

249. Items for the next agenda and close

250. 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:

250.1. Any matters, including those above as required