

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 March 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 submitted 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/88606520135>. The

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

https://youtu.be/LCmj1_7JODo.

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 March 2025

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18:30 on 25 March 2025

AGENDA

251. Welcome

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

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

253. Declarations and dispensations

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

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

254. To consider the draft minutes and confidential notes of the Full Council meetings on 28 January 2025 and 25 February 2025 and the confidential note of the Full Council meeting on 17 December 2024

255. 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.

256. Finance and Governance

256.1. To receive and consider the following:

256.1a. 2024 – 2025 budget and reserves

256.1b. Any bank reconciliations

256.1c. Payments and income for the month ending 28 February 2025 and March 2025 to date (see schedules)

256.1d. Payments for approval

256.2. To note arrangements for insurance cover for the year commencing 1 April 2025, including sums insured

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

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

256.4a. To adopt the following policies (as amended):

256.4ai. Investment

256.4aii. Financial Regulations

256.4aiii. Sponsorship and Advertising

256.4aiv. Memorial Planting

256.4av. Memorial Benches

256.4avi. Ponds and Waterways

256.5. To consider archiving the following policies:

256.5a. Member/Officer Protocol

256.5b. Sustainability Policy

256.6. To note and adopt the Risk Management Policy

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

256.8. To consider the merits of progressing Quality Parish Status

256.9. To note the award of a consultant-led project to develop and implement a Town Council business plan (some aspects may be confidential)

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257. Town Hall Project

- 257.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 13 March 2025
- 257.2. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:
 - 257.2a. To receive and note a progress report from the Project Manager (some aspects may be confidential)
 - 257.2b. To consider any matters relating to the award of the main build contract and associated professional services (some aspects may be confidential)

258. Marina Theatre

- 258.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 13 March 2025
- 258.2. To consider the following in relation to the Marina Theatre Redevelopment Project:
 - 258.2a. To receive and note a progress report from the Project Manager
 - 258.2b. To consider the draft funding agreement (confidential)
 - 258.2c. To consider a recommendation from the Marina Theatre Project Committee on the scope and cost of a project addition to make improvements to the first floor auditorium seating

259. Assets, Inclusion and Development

- 259.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 3 March 2025
- 259.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 259.2a. To develop a policy regarding the fencing of the Town Council's play areas
 - 259.2b. To approve the lease for the Town Council's allotment sites with Lowestoft and District Allotments Ltd (some aspects may be confidential)

260. Planning

- 260.1. To receive and note the draft minutes of the Planning Committee meeting on 27 February and 13 March 2025
- 260.2. To approve the Lowestoft Neighbourhood Development Plan for submission to Regulation 16

261. Personnel

- 261.1. To receive and note the draft minutes of the Personnel Committee meeting on 6 March 2025
- 261.2. To consider any recommendations from the Personnel Committee regarding the following:
 - 261.2a. Publication of anonymised staff salaries
 - 261.2b. Staff terms and conditions (confidential)

262. Climate and Ecological Emergency

- 262.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 17 March 2025
- 262.2. To receive an update on the bulky waste contract (confidential)
- 262.3. To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 262.3a. To note that Lowestoft Town Council is aware of the potential environmental hazards associated with rubber crumb infill on 3G sports pitches and to consider urging other authorities to stop using the material and explore alternatives
 - 262.3b. For the Town Council not to give any funding towards firework displays
 - 262.3c. For the Town Council to become a supporter of the Living Streets initiative, and

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urge other authorities to do the same

263. Outside bodies

- 263.1. To receive and note the notes of the Lowestoft Place Board meeting on 14 February 2025
- 263.2. To receive and note Cllr Ray's report of the First Light Festival Steering Group meeting on 6 February 2025
- 263.3. To receive and note Cllr Blowers' report of the National Literacy Trust meeting on 3 March 2025
- 263.4. To receive and note a report of the East Suffolk Council Town Councils' Conference on 27 February 2025
- 263.5. To note Lowestoft Town Council's submission to Suffolk County Council regarding the future of Suffolk Libraries

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

- 264.1. To note the March 2025 legal update report
- 264.2. To consider any land transfers or lease arrangements

265. Date of next meeting

22 April 2025 at 18:30

266. Items for the next agenda and close

267. 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:

- 267.1. Any matters, including those above as required