

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 26 November 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/81540821301>. The

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

<https://youtu.be/BFza7W3ljil>.

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
19 November 2024

Lowestoft Town Council

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18:30 on 26 November 2024

AGENDA

171. Welcome

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

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

173. Declarations and dispensations

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

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

174. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 12 November 2024, and the confidential notes of the Extraordinary Full Council meetings on 27 August, 24 September and 8 October 2024

175. 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.

176. Finance and Governance

176.1. To receive and consider the following:

176.1a. 2024 – 2025 budget and reserves

176.1b. Any bank reconciliations

176.1c. Payments and income for the month ending 31 October 2024 and November 2024 to date (see schedules)

176.1d. Payments for approval

176.2. To receive and note the draft minutes of the Finance and Governance Committee meeting on 12 November 2024

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

176.3a. To consider a request for sponsorship from the Kirkley People's Forum over three years, noting the Finance and Governance Committee has already approved the funding for the first year

176.3b. A recommendation relating to a commitment on the funding options for the Marina Theatre (confidential)

176.3c. To amend the meeting schedule of the Finance and Governance Committee, for meetings to take place on the second Monday of the month at 15:00

176.4. To consider submitting a response to the Government consultation on enabling remote attendance and proxy voting at Local Authority meetings

176.5. To consider submitting a response to East Suffolk Council's consultation on the payment of an allowance to Councillors

176.6. To consider a recommendation from the Budget and Loan Working Group for a virement of £25,000 from the public conveniences refurbishment budget to the Normanston Park capital budget

177. Town Hall Project

177.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 14 November 2024

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

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177.2a. To receive and note a progress report from the Project Manager (some aspects may be confidential)

177.3. To consider making a response to the Post Office North Lowestoft NR32 1JA – 460136 consultation, taking account of feedback from the Town Hall Project Committee and Planning Committee

178. Marina Theatre

178.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 14 November 2024

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

178.2a. To receive and note a progress report from the Project Manager

178.2b. To note commencement of RIBA 5 and JCT contract issue (some aspects may be confidential)

179. Assets, Inclusion and Development

179.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 4 November 2024

179.2. To consider whether to apply for a Public Works Loan Board loan for refurbishment of the Denes Oval wall and turrets

180. Planning

180.1. To receive and note the draft minutes of the Planning Committee meeting on 24 October and 14 November 2024

181. Personnel

181.1. To receive and note the draft minutes of the Personnel Committee meeting on 7 November 2024

181.2. To consider a request from Cllr Coleby to join the Personnel Committee

181.3. To consider the following from the Personnel Committee:

181.3a. A proposal relating to staff terms and conditions (confidential)

181.3b. To note completion of the 2024 staff appraisals

182. Climate and Ecological Emergency

182.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 18 November 2024

182.2. To consider a request from Cllr Coleby to join the Climate and Ecological Emergency Committee

183. Outside bodies

183.1. To receive and note Cllr Pearce's report of the Lowestoft Kittiwake Partnership meeting on 16 October 2024 (confidential)

183.2. To consider appointing a representative to the National Literacy Trust in Suffolk

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

184.1. To consider matters relating land ownership and coastal defence (confidential)

184.2. To consider any land transfers or lease arrangements

185. Date of next meeting

17 December 2024 at 18:30

186. Items for the next agenda and close

187. 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

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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:

187.1. Any matters, including those above as required