

# 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 27 August 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 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/82207466611>. The

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

<https://youtu.be/kha0xsLRhiY>.

*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  
20 August 2024

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 27 August 2024

### AGENDA

#### 82. Welcome

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

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

#### 84. Declarations and dispensations

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

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

#### 85. To consider the draft minutes and confidential note of the Full Council meeting on 23 July 2024

#### 86. 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.

#### 87. Finance and Governance

87.1. To receive and consider the following:

87.1a. 2024 – 2025 budget and reserves

87.1b. Any bank reconciliations

87.1c. Payments and income for the month ending 31 July 2024 and August 2024 to date (see schedules)

87.1d. Payments for approval

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

87.2a. A recommendation to not allow Councillors to access Lowestoft Town Council emails on personal devices, but allow Councillors to submit a request for a Town Council issued mobile phone, which will be considered on a case by case basis

87.2b. To consider options relating to the draft Hamilton House lease (confidential)

#### 88. Town Hall Project

88.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 8 August 2024

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

88.2a. 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)

88.3. To consider the following matters from the Town Hall Project Committee:

88.3a. A recommendation to accept the transfer of a parcel of land from East Suffolk Council

#### 89. Marina Theatre

89.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 8 August 2024

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

89.2a. To receive and note a progress report from the Project Manager

89.2b. To receive an update on the Licence for Alterations and to give early consideration to funding support (confidential)

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### 90. Assets, Inclusion and Development

90.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 5 August 2024

90.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:

90.2a. To proceed with the Decisions App, subject to appropriate training being provided prior to the system going live

90.2b. To proceed in principle with a project with the East Suffolk Building Preservation Trust, following receipt of a proposal (confidential)

### 91. Planning

91.1. To receive and note the draft minutes of the Planning Committee meetings on 8 and 22 August 2024

### 92. Personnel

92.1. To receive and note the draft minutes of the Personnel Committee meetings on 1 and 21 August 2024

92.2. To consider the following recommendations from the Personnel Committee:

92.2a. Office closure over the Christmas holiday, or granting any officer who chooses to work the holiday period (due to service needs) the same benefit, to be taken before the end of January

92.3. To note any matters relating to staff absence (confidential)

92.4. To consider staff terms and conditions for 2024/25 (confidential)

92.5. To receive a progress report on job profiling evaluations and further implementation of the three tier staffing structure (confidential)

### 93. Climate and Ecological Emergency

93.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 19 August 2024

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

93.2a. To make the bulky waste collection scheme permanent from April 2025, subject to contract tender process, and to extend the one year trial (due to expire October 2024) to 31 March 2025

93.3. To consider publication of the public transport survey, or an appropriate delegation

### 94. Outside bodies

94.1. To receive Cllr Barker's report from the SLCC Youth Engagement Summit on 18 July 2024

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

95.1. An update report on legal matters

### 96. Date of next meeting

24 September 2024 at 18:30

### 97. Items for the next agenda and close

98. 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:

98.1. Any matters, including those above as required