

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 28 January 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/83305527639>. The

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

<https://youtu.be/OD2WtkI3ELU>.

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
21 January 2025

Lowestoft Town Council

Full Council Meeting

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

18:30 on 28 January 2025

AGENDA

205. Welcome

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

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

207. Declarations and dispensations

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

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

208. To consider the draft minutes and confidential note of the Full Council meetings on 26 November and 17 December 2024, and the confidential note of the Full Council meeting on 12 November 2024

209. 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.

210. Finance and Governance

210.1. To receive and consider the following:

210.1a. 2024 – 2025 budget and reserves

210.1b. Any bank reconciliations

210.1c. Payments and income for the month ending 31 December 2024 and January 2025 to date (see schedules)

210.1d. Payments for approval

210.2. To approve the 2025 – 2026 budget and precept

210.3. To note the cost of producing a leaflet to accompany the Council Tax bill, and approve the draft

210.4. To receive and note the draft minutes of the Finance and Governance Committee meeting on 13 January 2025

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

210.5a. To lease a projector for the Marina Theatre for two years, with the option to purchase at the end of year two

210.5b. To consider how food and social relief would be covered in Lowestoft with possible funding gaps

210.5c. To adopt the following policies:

210.5ci. Cycling Pledge

210.5cii. Environmental

210.5ciii. Mulch

210.5civ. Wildflower Meadows

210.5cv. Arts

210.5cvi. Conferring the Title of Honorary Freeman and Freewomen

210.5cvii. Conferring the Title of Honorary Freeman and Freewomen – Post Award

210.5cviii. Heritage Plaques

210.5cix. Community Engagement

210.5cx. Media

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210.5cxi. Noticeboard Protocol

210.5cxii. Social Media

211. Town Hall Project

211.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 9 January 2025

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

211.2a. To note funding awards received (some aspects may be confidential)

211.2b. To receive and note a progress report from the Project Manager (some aspects may be confidential)

211.2c. To consider acceptance of a Licence to Occupy for 91 High Street, to use as part of the Town Hall Project

211.2d. To consider any matters relating to the award of the main build contract and associated professional services (some aspects may be confidential)

212. Marina Theatre

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

212.1a. To receive and note a progress report from the Project Manager

212.1b. To consider project variations, including installation of front of house office and buggy store, and associated costs

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

212.3. To consider outcomes from the Marina Theatre Partnership Meeting on 23 January 2025 (some aspects may be confidential)

213. Assets, Inclusion and Development

213.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 6 January 2025

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

213.2a. To purchase planters and seating for the site adjacent to the Triangle Market, within a maximum budget of £15,000 plus VAT

213.2b. To approve a nomination to award Freedom of the Town (some aspects may be confidential)

214. Planning

214.1. To receive and note the draft minutes of the Planning Committee meetings on 19 December 2024 and 9 January 2025

215. Personnel

215.1. To receive and note the draft minutes of the Personnel Committee meeting on 16 January 2025

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

215.2a. Staff terms and conditions (confidential)

216. Climate and Ecological Emergency

216.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 20 January 2025

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

216.2a. To consider making representations to the relevant authority on the planned demolition of St Peter's Court

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217. Outside bodies

217.1. To consider agenda items and attendees for the East Suffolk Council Quarterly Liaison Meeting on 4 February 2025

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

218.1. To note the January 2025 legal update report

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

218.3. To consider any land transfers or lease arrangements

218.4. To consider forming a Working Group to give consideration to legal opinion on pending leases, and progress on behalf of Full Council (confidential)

218.5. To consider the meeting paper on Councillor allowances

218.6. To consider the English Devolution White Paper

218.7. To consider a response to the consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

219. Date of next meeting

Extraordinary Meeting 4 February 2025 at 18:30 (TBC)

25 February 2025 at 18:30

220. Items for the next agenda and close

221. 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:

221.1. Any matters, including those above as required