

# 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 30 May 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/83849143387>. The

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

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

*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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S. L. Foote*

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer

23 May 2024

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 30 May 2024

### AGENDA

#### 23. Welcome

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

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

#### 25. Declarations and dispensations

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

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

#### 26. To consider the draft minutes of the Extraordinary Full Council meeting on 14 May 2024 and the Annual Meeting on 21 May 2024 and the confidential notes of the Full Council meetings on 9 and 23 April 2024

#### 27. 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.

#### 28. Finance and Governance

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

28.1a. To note the Town Council's IT Policy and remind Councillors of the provisions in the policy regarding email usage

28.1b. To renew the existing Financial Regulations for two months (from the Annual Meeting to July 2024), noting it may be obsolete in parts given the new Model Financial Regulations

28.1c. To consider the purchase of two mowers, from the ring-fenced £20,000 budget in the capital earmarked reserves

28.2. To receive and consider the following:

28.2a. 2024 – 2025 budget and reserves

28.2b. Any bank reconciliations

28.2c. Payments and income for the month ending 30 April 2024 and May 2024 to date (see schedules)

28.2d. Payments for approval

#### 29. Town Hall Project

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

29.1a. To receive and note a progress report from the Project Manager

29.2. To approve the main-build tender documentation

#### 30. Marina Theatre

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

30.1a. To receive and note a progress report from the Project Manager

30.2. To receive an update on the lease to the Marina Theatre Trust (confidential)

30.3. To note receipt of the party wall survey report regarding the East Suffolk Council Marina Centre/Marina Theatre Box Office building

30.4. To note requirements for repairs to gas supply to the Marina Theatre and potential replacement of boiler and heating system. To consider application of Financial

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- Regulations to engage existing consultants and contractors to deliver required solutions
- 30.5. To approve expenditure of up to £18,000 to replace internal fire doors, and delegate authority to the Finance and Governance Committee to determine the budget allocation
- 30.6. To consider budgeting for refurbishment of the Marina Theatre stage

### 31. Assets, Inclusion and Development

- 31.1. To consider a request from Cllr Pitts to join the Assets, Inclusion and Development Committee
- 31.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
  - 31.2a. To note the agreement of the year one priorities under the five-year plans
- 31.3. To consider a proposal from the Suffolk County Football Association relating to Normanston Park

### 32. Planning

- 32.1. To receive and note the draft minutes of the Planning Committee meeting on 23 May 2024
- 32.2. To receive an update on the Neighbourhood Development Plan

### 33. Personnel

- 33.1. To consider the following recommendations from the Personnel Committee:
  - 33.1a. To adopt and issue revised model contracts of employment (some aspects may be confidential)
  - 33.1b. To adopt the staff handbook
  - 33.1c. To approve a delegation to the Personnel Committee for it to make expenditure from the staff contingency budget, with a per-item expenditure limit of £2,500
- 33.2. To note any matters relating to staff absence (confidential)
- 33.3. To consider staff terms and conditions for 2024/25 (confidential)

### 34. Outside bodies

- 34.1a. To receive and note Cllr Ray's report from the First Light Festival Steering Group meeting on 11 April 2024
- 34.1b. To receive and note Cllr Murray's report from the 'Threat Posed to Coastal Communities by Flooding Risk' meeting on 25 April 2024
- 34.1c. To receive an update from the Lowestoft Town Council representatives on the Lowestoft Charity Board (some aspects may be confidential)
- 34.1d. To consider any outstanding matters from the Annual Meeting regarding appointments to outside bodies

### 35. To consider the following legal matters (some aspects may be confidential):

- 35.1. Renewal of an existing tenant's lease (confidential)
- 35.2. Signing of the lease for Unit 2 (confidential)
- 35.3. The draft allotments lease (confidential)
- 35.4. To note completion of land transfer matters (confidential) for the following:
  - 35.4a. Pakefield Green play area
  - 35.4b. Lowestoft Cemetery toilets
- 35.5. An update report on legal matters (confidential)

### 36. Date of next meeting

25 June 2024 at 18:30

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

### 38. 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:**

38.1. Any matters, including those above as required