

# Lowestoft Town Council Town Hall Project Committee

## For the attention of all Committee Members

You are summoned to attend an Extraordinary Meeting of the Town Hall Project Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 10:00 on Tuesday 15 October 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/88309229865>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/o9mJNjGF34s>.

*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.

*N Begum*

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Nasima Begum, Chair  
11 October 2024

**Lowestoft Town Council**  
**Extraordinary Meeting of the Town Hall Project Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on 5 October 2024**

**AGENDA**

**62. Welcome**

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

**63. To receive and consider approval of apologies for absence**

**64. Declarations of Interests and dispensations**

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

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

**65. To consider the draft minutes and confidential note of the meeting on 12 September 2024**

**66. 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.

**67. To receive a recommendation from the moderation panel on the appointment of the main building contract**

**68. To receive an update report from the Project Manager, including the following:**

68.1. Any planned actions to be authorised for progression

68.2. The risk register

68.3. Receive updates on any revisions to the Business Plan

68.4. An update on Registrars

68.5. Note the Interim Activity Plan update and consider any actions arising

**69. Finance, budget monitoring and payments (see report):**

69.1. To note and consider income and expenditure, including:

69.1a. To monitor the budget

69.1b. To consider any payments for approval

**70. To consider the Volunteer Policy and Handbook, and discuss its implementation**

**71. To receive an update on the security measures for the Town Hall (some aspects may be confidential)**

**72. To consider any recommendations to Full Council**

**73. Date of the next meeting**

Thursday 14 November 2024 – 10:00

**74. Items for the next agenda and close**

**75. 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 issues relating to the matters on this agenda:**

75.1. To consider any legal issues, including those above as required