Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at Waveney District Council’s office at Riverside, 4 Canning Road, Lowestoft, NR33 0EQ as specified in the attached agenda.

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items.

Councillors must register relevant interests and also 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 a disclosable pecuniary interest in a matter on the Agenda cannot take part or vote on that matter, 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. Bendix

.................................................................
Shona Bendix, Town Clerk
3 July 2018
AGENDA

334. Welcome
To welcome to meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

335. To receive and consider acceptance of apologies for absence

336. Declarations of Interests and dispensations
a) To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
c) To note any dispensations previously granted

337. To consider the accuracy of the Minutes:
   a) 5 June 2018

338. Presentation from OneLife Suffolk

339. Public Forum
An opportunity for the public to make comments on any matters on this agenda. Includes receipt of any written District and County Councillor and Police reports.

340. Finance:
340.1 To receive the minutes of the previous Finance and Governance Committee Meeting (26 June 2018) and, in particular, to consider the following matters:
340.1a To note that seven spaces shall be reserved for the National Association of Local Councils’ Annual Conference in Milton Keynes 30 – 31 October 2018 for the Mayor, the Chair of Each Committee, two other Councillors and the Clerk
340.1b To consider the recommendation to adopt a Privacy Notice and register each Councillor as a Data Controller
340.1c To consider granting delegated authority to the Finance and Governance Committee of virement up to £10,000
340.1d To note that enquiries are being made to Waveney District Council for five staff car parking spaces in the Battery Green or Whapload Road car parks
340.1e To consider the relocation of two CCTV cameras from the Great Eastern Linear Park to London Road North and the introduction of five new cameras at the Great Eastern Linear Park, at an overall cost of up to £25,000
340.2 To note any payments approved or made, including:
340.2a Repair work at the Denes Oval Tennis Court (using delegated authority to the Clerk) - £2,240 (+ VAT)
340.2b Repair work to tarmac at Belle Vue Park - £1,300
340.2c Rialtas Business Solutions Ltd for on-site assistance and training - £399 (+£79.80 VAT)
340.2d Waveney District Council national non-domestic rate demand 2017/18 (for Triangle Market Public Conveniences) - £1,095.10
340.2e Waveney District Council national non-domestic rate demand 2018/19 (for Triangle Market Public Conveniences) - £1,128 (to be paid as a direct debit of nine instalments of £113 and one of £111)
340.2f Lowestoft Vision BID Levy 2018/19 - £511.40
Grant application from Heritage Open Days (Lowestoft) Steering Group – up to £500
Funding to support the Plaisir Twinning Association with a civic occasion – up to £1,000
Additional office fittings and resources for Hamilton House, including signs – up to £5,000

To consider any payments for approval by Full Council, including:
- The associated schedule of payments
- Grant application from Gritfest of up to £1,500
- Invoice from S. Michlmayr & Company Ltd for repair work to the Town Hall clock - £652.80 (no VAT)
- Invoice from Nicholsons Solicitors for professional fees relating to trespass proceedings - £559.10 (no VAT)
- For asbestos surveys to be completed at a cost of £5,470 (plus VAT of £1,094)

To consider finance and lease arrangements for Hamilton House, including the following:
- To consider signing the Heads of Terms and agree signatories for the Heads of Terms and subsequent lease
- To consider glass exterior signage designs and associated cost and designs for additional signage and to delegate authority to the Clerk
- To consider expenditure of up to £20,000 for airflow systems and to delegate authority to the Clerk
- To consider the options for financing the lease arrangements, including options for borrowing
- To consider the closure of the ‘.uk’ email addresses and the transition to ‘.gov.uk’

To note any progress with condition surveys for the Town Hall and Marina Theatre

To consider the following in relation to the Marina Theatre:
- The receipt of a draft Deed of Novation for provision of management services and the need to consider the arrangements for 18-19 including payment of the remaining £75,000 (+ VAT) to the Marina Theatre Trust
- To consider the supplemental agreement
- To consider a recharge notice from Waveney District Council for £150,000 (+VAT) for the payment for theatre management services

To consider the following Governance matters:
- To consider the internal audit report for 17-18 and recommended action plan from the RFO
- To note any feedback from the external audit

To receive the minutes of the previous Assets, Inclusion and Development Committee Meetings (4 June 2018 and 25 June 2018) and, in particular, to consider the following matters:
- To consider the recommendation to adopt the framework for requests for Freedom of the Town
- To consider the recommendation to adopt the toilet strategy
- To consider the recommendation to adopt the allotments asset record
- To consider adoption of the amended Incident Reporting forms and procedure
- To consider any updates regarding land registration or land transfer issues, including the following:
  - Cotman Close
  - Gunton Warren
  - Walmer Road
  - Normanston Allotments
Lowestoft Town Council
Full Council Meeting
Riverside, 4 Canning Road, Lowestoft, NR33 0EQ
19:00 on Tuesday 10 July 2018

342.4 Any further developments on charity registration (Arnold’s Bequest)
342.5 To consider signing a Memorandum of Understanding with East Coast College for work they
are to be involved with at Hamilton House
342.6 To resolve ownership issues regarding the Lowestoft Collection
342.7 To note the latest legal advice on the Triangle Market area and consider adoption of the asset
record
342.8 To consider signing the agreement for the management of coastal erosion and flood risk works
342.9 To consider the plans for the East of England Park and related governance arrangements

343. Planning and Environment:
343.1 To receive the minutes of the previous Planning and Environment Committee meetings (22
May 2018, 5 June 2018 and 26 June 2018)

344. Personnel:
344.1 To receive the minutes of the previous Personnel Committee meeting (21 June 2018), and, in
particular, to consider the following matters:
   344.1a To consider staff policies
   344.1b To consider the staffing structure
   344.1c To note that staff appraisals have been completed and any training requirements
         identified
   344.1d To consider staff terms and conditions (confidential)

345. Policy and consultation matters
How to take forward the following matters:
345.1 Concerns about the threatened closure of the Records Office
345.2 A strategy for dealing with litter in Lowestoft
345.3 To consider a consultation on draft recommendations for East Suffolk ward boundaries

346. Written reports from Councillors and any new representative roles
346.1 Report on the Coastal Communities Team
346.2 Report on the Kirkley People’s Forum
346.3 Report on the Lowestoft Development Group
346.4 Report on the Transport Steering Group
346.5 Report on the Plaisir Twinning Association
346.6 Report on the Cefas neighbourhood group
346.7 Report on the Lowestoft Transport Infrastructure Partnership
346.8 Report on the Lowestoft Railway Partnership
346.9 Report on First Light Festival Board
346.10 Report on the Lowestoft Museum
346.11 Report from the Pre-Consultation Committee for the Lowestoft Records Office Closure
346.12 Report from the New East Suffolk Council
346.13 Report from the Third Crossing Group
346.14 Report from the Heritage Action Zone
346.15 Report from the Kirkley Business Association
346.16 Report from the SCC A47 Improvement Scheme
346.17 Report from the Lowestoft Summer Festival
346.18 Report from the Community Enabler Project Board
346.19 Any other reports and attendance
346.20 Any Councillor membership on the Anglian (Eastern) Regional Flood and Coastal
         Committee (in a personal capacity)

347. To note the current position for filling a Councillor vacancy (Pakefield)
348. Date of the next meeting
7 August 2018 19:30

349. Items for the next agenda

350. 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 issue relating to the matters on this agenda, including the following:
350.1 Staffing