Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend the Full Council Meeting of the Lowestoft Town Council at First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE 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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they 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 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

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Shona Bendix, Town Clerk
5 March 2019
Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:30 on Tuesday 12 March 2019

Councillors will be arriving between 19:00 and 19:30 should any member of the public wish to discuss anything during this period. Please look at our website if you would like contact details for any particular councillor to arrange to see them during this time.

Public entry through reception permitted between 19:00 – 19:30 only.

AGENDA

510. Welcome
To welcome the 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.

511. To receive and consider acceptance of apologies for absence

512. Declarations of Interests and dispensations
   a) To receive Declarations of Disclosable Pecuniary and Local 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

513. To consider the Minutes:
   a) To consider the accuracy of the Town Council minutes of 26 February 2019
   b) To note the draft minutes of the Annual Assembly of the Town 5 March 2019

514. 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.

515. Finance:
515.1 To consider the following matters:
   515.1a The 2018-19 budget, monitoring and note the bank reconciliation
   515.1b To note the expenditure and income reports for the month ending 28 February 2019 and March 2019 to date, including the petty cash log (schedule)
   515.1c To note any payments previously approved (schedule and see 515.1b)
   515.1d To note the receipt of the audited accounts for Tingdene for the purpose of rent (confidential)
   515.1e To consider any payments for approval (see schedule), including the following:
      515.1ei Grant application from the Royal Philharmonic Orchestra
      515.1eii Invoice from Rialtas Business Solutions Ltd for £1,111.20 for the Annual User Licence of the RBS software and to consider an annual budget of £1,000 with delegated authority to the Clerk
      515.1eiii Business Improvement District Bill 2019/20 for £1,185
      515.1eiv National Non Domestic Rate Demand 2019/20 for the Kensington Gardens Public Conveniences for £2,062.20
      515.1ev National Non Domestic Rate Demand 2019/20 for the Pakefield Street Public Conveniences for £1,202.95
      515.1evi National Non Domestic Rate Demand 2019/20 for the Sparrows Nest Bowls Club for £1,080.20
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515.1f To note the receipt of the audited accounts for Tingdene for the purpose of rent (confidential)
515.1g Any updates with the 2019-20 budget
515.1h Progress with preparation for external audit and documentation and procedure reviews
515.1i Recommendations regarding leisure fees for 2019-20
515.1j To note the Order of Costs and Priority Table from the Marina Theatre Condition Survey Report
515.1k To consider approval of the purchase of twenty tablets for Councillors, an associated budget and any recommendations from the Assets, Inclusion and Development Committee regarding a specification
515.1l To note that a review of Standing Orders has taken place

516. Assets, Inclusion and Development:
516.1 To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (11 March 2019), including the following:
   516.1a To consider a recommendation for a stall on the Triangle Market
   516.1b To consider any recommendations regarding the Acquisitions and Disposals Policy
516.2 To consider whether to contact Waveney District Council regarding incidents of theft and vandalism in cemeteries
516.3 To consider the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)
516.4 To consider the CCTV contract (confidential)
516.5 To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)
516.6 To consider legal issues affecting leased land on North Denes (confidential), including the following:
   516.6a Compensation relating to utilities (confidential)
   516.6b Legal disputes over ‘Phase 3’ (confidential)
   516.6c Legal disputes over rent (confidential)
   516.6d To consider a recommendation to write to the leaseholder of the caravan site (confidential)
516.7 To consider legal matters relating to any other open spaces, including the Normanston Park Skate Park (confidential)
516.8 To consider progress with The Ness, including the following:
   516.8a To consider a licence to occupy The Ness for Waveney District Council (confidential)

517. Planning and Environment:
517.1 To receive the minutes of the previous Planning and Environment Committee meetings (12 March 2019)
517.2 To consider any recommendations regarding Suffolk County Council’s Big Yellow Fish Project
517.3 To consider the reporting and governing structure of the Sub-Committee looking at proposals to protect the North Denes land

518. To consider matters arising from the Annual Assembly of the Town, including the following:
518.1 Speakers for the 2020 Annual Assembly of the Town
518.2 A request for a Lowestoft Town Council time capsule
518.3 The offer of a gift to Lowestoft Town Council of a mahogany display case

519. Policy and consultation matters
519.1 The Records Office
519.2 Lowestoft Hospital
520. Written reports from Councillors and any new representative roles
520.1 Report on the Coastal Communities Team
520.2 Report on the Kirkley People’s Forum
520.3 Report on the Lowestoft Development Group
520.4 Report on the Plaisir Twinning Association
520.5 Report on the Cefas neighbourhood group
520.6 Report on the Lowestoft Transport Infrastructure Partnership
520.7 Report on First Light Festival Board
520.8 Report on the Lowestoft Museum
520.9 Report from the Records Office meetings
520.10 Report from the new East Suffolk Council
520.11 Report from the Third Crossing Group
520.12 Report from the Heritage Action Zone
520.13 Report from the Kirkley Business Association
520.14 Report from the Community Enabler Project Board
520.15 Report from The Ness Steering Group
520.16 Report from the Lowestoft Regeneration and Growth Board meeting
520.17 Report from the Cultural Board
520.18 Report from Lowestoft Photo Project
520.19 Report from Lowestoft Members Focus Group
520.20 Report from Sunrise Coast Heritage Guild
520.21 Report from the Waveney Parishes Forum
520.22 Report from the Waveney Disability Forum and to consider a formal representative
520.23 Any other reports

521. Legal:
521.1 To consider any legal matters affecting the Council, including those at 516 above as required

522. Date of the next meeting

523. Items for the next agenda

524. 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:
524.1 Any legal issues including those at 515.1d, 515.1f, 516.3 – 516.8 and 521 above as required
524.2 Any employment matters