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

……………………………………………………………
Shona Bendix, Town Clerk
19 February 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.

No public entry through reception after 19:30. Please arrive beforehand.

AGENDA

496. 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.

497. To receive and consider acceptance of apologies for absence

498. 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

499. To consider the accuracy of the Minutes:
   a) 22 January 2019

500. 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.

501. Finance:
501.1 To receive the minutes of the previous Finance and Governance Committee Meeting (12 February 2019) and, in particular, to consider the following matters:
   501.1a To consider the 2018-19 budget, monitoring and note the bank reconciliation
   501.1b To note the expenditure and income reports for the month ending 31 January 2019 and February 2019 to date, including the petty cash log (schedule)
   501.1c To note any payments previously approved (schedule and see 501.1b), including:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payee</th>
<th>Detail</th>
<th>Approved/Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>£9,335.41</td>
<td>Various</td>
<td>2018-19 cyclical testing</td>
<td>Approved</td>
</tr>
<tr>
<td>Up to £100</td>
<td>Various</td>
<td>Items for monitoring of Marina Theatre rear wall</td>
<td>Approved</td>
</tr>
<tr>
<td>£2,000 (with £2,000 match funding from 2019-20 budget)</td>
<td>East Point Academy Duke of Edinburgh Award Scheme</td>
<td>Grant</td>
<td>Approved</td>
</tr>
<tr>
<td>£38 (in addition to £695 previously agreed)</td>
<td>East Point Business Services Ltd</td>
<td>Hamilton House kitchen work surfaces</td>
<td>Approved</td>
</tr>
<tr>
<td>£250</td>
<td>-</td>
<td>10 black umbrellas for civic events</td>
<td>Approved</td>
</tr>
<tr>
<td>£395</td>
<td>Lowestoft Art Group</td>
<td>Grant</td>
<td>Approved</td>
</tr>
</tbody>
</table>
**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**19:30 on Tuesday 26 February 2019**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Organization</th>
<th>Description</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>£500</td>
<td>Catch22 Suffolk Positive Futures</td>
<td>Grant</td>
<td></td>
</tr>
<tr>
<td>£1,750</td>
<td>Anglia Locksmiths</td>
<td>Installation of new fire doors and door closers at Whitton Residents Meeting Hall (and removal of existing doors by Waveney Norse)</td>
<td>Approved</td>
</tr>
<tr>
<td>Up to £4,000</td>
<td>-</td>
<td>For garden designer to design Winter Garden for the Sparrows Nest old rose garden</td>
<td>Approved</td>
</tr>
<tr>
<td>£1,000 for 2018-19 (then annual budget of £400)</td>
<td>-</td>
<td>For new and replacement heritage plaques</td>
<td>Approved</td>
</tr>
</tbody>
</table>

**501.1d** To note income received (schedule)  
**501.1e** To consider any payments for approval (see schedule), including the following:  
  501.1ei Invoice from Waveney District Council in the sum of £4,093.71 for the Pakefield By-Election  
  501.1ei Setting up a direct debit for a Land Registry account, with a delegated budget of £300 to the Clerk  
**501.1f** To consider any updates with the 2019-20 budget  
**501.1g** To note the decision regarding further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account.  
**501.1h** To consider progress with preparations for the external audit  
**501.1i** To consider a recommendation for expenditure of up to £35,000 for urgent repair work to the Nightingale Road play area, and up to £15,000 for an extra piece of play equipment at Stoven Close, using CIL and S.106 funding  
**501.1j** To consider recommendations regarding leisure fees for 2019-20  
**501.1k** To consider a recommendation to write to Lowestoft Rising  
**501.1l** To consider whether to fund the sitting of an Independent Remuneration Panel, at a cost of £300, and progressing Councillor expenses  
**501.1m** To consider a budget for a group photograph of the Councillors to be taken  
**501.1n** To consider a recommendation to apply the Real Living Wage to contractual arrangements (confidential)  
**501.1o** To consider a confidential recommendation relating to staffing (confidential)  
**501.1p** To consider an intended auction acquisition (confidential)

**502. Assets, Inclusion and Development:**  
**502.1** To receive the minutes of the previous Assets, Inclusion and Development Committee meetings (11 and 25 February 2019), including the following:  
  **502.1a** To consider a recommendation to write to the leaseholder of the caravan site advising that Lowestoft Town Council is unhappy with the current construction work and requests that it be suspended  
  **502.1b** To consider a recommendation to allow the use of indoor inflatable equipment on Lowestoft Town Council land, subject to specific conditions  
  **502.1c** To consider a recommendation to loan the Mayoral Board to the Lowestoft Museum on a temporary basis, and to request the return of the Mace and Mayoral Chain to Lowestoft Town Council to display at Hamilton House  
**502.2** To consider progress with The Ness
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503. Planning and Environment:
503.1 To receive the minutes of the previous Planning and Environment Committee meetings (12 and 26 February 2019), including the following:
   503.1a An application to register the North Denes as a Village Green
   503.1b A request from Waveney District Council to name a new road as a result of the Third Crossing Project

504. Policy and consultation matters
504.1 The Records Office
504.2 Lowestoft Hospital
504.3 To consider the presentation of the Modern Anti-Slavery Charter
504.4 To consider signing a Charter with the Woodland Trust
504.5 To consider the following regarding policies:
   504.5a A recommendation from the Assets, Inclusion and Development Committee to adopt the Heritage Plaques Policy
   504.5b A recommendation from the Finance and Governance Committee to adopt the Memory Stick Policy
   504.5c Proposed amendments to the Grant Awarding Policy, as recommended by the Finance and Governance Committee

505. Written reports from Councillors and any new representative roles
505.1 Report on the Coastal Communities Team
505.2 Report on the Kirkley People’s Forum
505.3 Report on the Lowestoft Development Group
505.4 Report on the Plaisir Twinning Association
505.5 Report on the Cefas neighbourhood group
505.6 Report on the Lowestoft Transport Infrastructure Partnership
505.7 Report on First Light Festival Board
505.8 Report on the Lowestoft Museum
505.9 Report from the Records Office meetings
505.10 Report from the new East Suffolk Council
505.11 Report from the Third Crossing Group
505.12 Report from the Heritage Action Zone
505.13 Report from the Kirkley Business Association
505.14 Report from the Community Enabler Project Board
505.15 Report from The Ness Steering Group, including the monthly Highlight Report
505.16 Report from the Lowestoft Regeneration and Growth Board meeting
505.17 Report from the Cultural Board
505.18 Report from Lowestoft Photo Project
505.19 Report from Lowestoft Members Focus Group
505.20 Report from Sunrise Coast Heritage Guild
505.21 Report from NALC Spring Conference
505.22 Report from the Waveney Parishes Forum
505.23 Report from the East Suffolk Communities Team – Whitton event
505.24 Any other reports

506. Legal:
506.1 To consider any legal matters affecting the Council, including the following:
   506.1a To consider the Supplemental Agreement between Waveney District Council, The Marina Theatre Trust and Lowestoft Town Council (confidential)
   506.1b To consider the CCTV contract (confidential)
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506.1c To consider the Hamilton House lease between East Point Business Services Limited and Lowestoft Town Council (confidential)
506.1d To consider legal issues relating to the North Denes land (confidential)
506.1e To consider a licence to occupy The Ness for Waveney District Council (confidential)

507. Date of the next meeting
Annual Assembly of the Town Tuesday 5 March 19:00
Full Council Meeting Tuesday 12 March 19:30

508. Items for the next agenda

509. 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:
509.1 Any legal issues including those at 506 above as required.
509.2 Any employment matters including 501.1o above as required.