

# 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 a video meeting via Zoom, at 19:30 on 26 January 2021. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link to observe the meeting is as follows:**

<https://youtu.be/FOeoMIUAmDY>. **Councillors will be sent an email with the link to access the Zoom meeting. The minutes and all public documents associated with this agenda will be published as usual.**

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 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 cases 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 S Bendix*

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Shona Bendix, Clerk  
19 January 2021

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 26 January 2021

### AGENDA

#### 149. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

#### 150. To consider apologies for absence from any councillors not in attendance

#### 151. Declarations of Interests and dispensations

151.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

#### 152. To receive any comments and note that the draft minutes of the meeting on 15 December 2020 will be considered at the next appropriate meeting

#### 153. To consider any advance comments from the public on any matters on this agenda

#### 154. Finance

154.1. To receive the draft minutes of the meeting on 14 January 2021

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

154.2a. To adopt the Community Engagement Policy, as amended

154.2b. To adopt the Equality and Diversity Policy

154.2c. To adopt the Mulch Policy

154.2d. To adopt the Co-option Policy, as amended

154.2e. To adopt the Disciplinary Procedure and Disciplinary Rules, as amended

154.2f. To adopt the Freedom of Information Publication Scheme, subject to officer review and amendments where necessary

154.2g. To adopt the Risk Assessment and Management Policy, the Financial Risk Assessment and the checklist for Internal Controllers

154.2h. To adopt the Financial Regulations

154.2i. To fund an additional piece of equipment at the Stoven Close play area using planning mitigation money (which is also supported by the Assets, Inclusion and Development Committee)

154.2j. To waive charges for the use of the Town Council's sports and leisure fees in 2021 – 2022 for clubs and members of the public, with the requirement that sports clubs benefitting from the fee waiver produce an annual report to the Council on how the funds saved have been reinvested

154.2k. A budget provision of £25,000 for climate emergency related adjustments, with any underspend being allocated to a climate emergency reserve

154.2l. An additional budget contingency of £25,000 for Christmas lights

154.2m. To allocate the Local Council Tax Support Grant of £52,405 from East Suffolk Council to general reserves

154.2n. To consider and determine the 2021 – 2022 budget and precept and to consider the recommendation to demand a £1,765,245 precept for 2021 - 2022, Band D Council Tax equivalent £142.68 (equating to a 1.54% reduction on the Band D Council Tax equivalent for 2020 – 2021)

154.3. To receive and consider the following:

154.3a. The 2020 – 2021 budget position

154.3b. Whether to progress a leaflet to accompany the Council Tax bill, and the cost of doing so

154.3c. To note any bank reconciliations

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154.3d. Payments, including those made under delegated authority, any Covid-19 grant awards and any for approval, and income and expenditure reports for the month ending 31 December 2020 and January 2021 to date

154.3e. Whether to progress investment of funds

154.3f. To note the Internal Audit Report, to be considered by the Finance and Governance Committee on 11 February 2021

154.3g. To review the Asset Register and insurance arrangements, including insurance procurement

154.3h. The progress and cost of repair work to the Jubilee Bridge (confidential)

### 155. Governance

155.1. To consider actions by the Town Council in response to the Covid-19 pandemic

### 156. Assets, Inclusion and Development

156.1. To receive the draft minutes of the meeting on 4 January 2021

156.2. To consider the following recommendations from the AID Committee:

156.2a. To install the wheelchair accessible picnic bench at the Stoven Close play area at a reasonable distance from the existing bench and bin, and at the Gunton Community Park along the pathway where there is an existing bench

156.2b. To accept the offer of a memorial bench for the Belle Vue Park cemetery, subject to there being no issues with a bench being sited in this location

156.2c. To appoint Cllr Green as the Town Council's representative for the East Suffolk Council Open Space Study Consultation, with Cllr Coleby as the substitute representative (subject to his agreement)

156.2d. To not reinstate the pedestrian gate removed from the footpath alongside The Ravine (also supported by the Climate Emergency Committee)

156.3. To consider changes to the rights of way in line with the new layout of The Ness

156.4. To consider arrangements for bestowing Freedom of the Town (some aspects may be confidential)

156.5. To finalise the arrangements for the Whitton Green play area refurbishment (confidential)

### 157. Planning and Environment

157.1. To receive the draft minutes of the meetings on 15 December 2020 and 5 January 2021

### 158. Climate Emergency

158.1. To receive the draft minutes of the meeting on 12 January 2021

158.2. To consider the following recommendations from the Climate Emergency Committee:

158.2a. To proceed with an assessment of the Town Council's carbon footprint

### 159. Community Safety

159.1. To receive the draft minutes of the meeting on 21 January 2021 and note that any recommendations will be considered at February's Full Council meeting

### 160. Representative Roles

160.1. To note the request for the Events and Communications Officer to join the Heritage Open Days Steering Group

160.2. To appoint a representative to the Lowestoft Rising Sponsor Board

160.3. To appoint a representative to the Lowestoft and Northern Parishes Community Partnership

160.4. To appoint a representative to Lowestoft in Bloom

160.5. To appoint a representative to the Lowestoft Vision Board

160.6. To appoint a substitute representative to the Third Crossing Stakeholders' Group

# **Lowestoft Town Council**

## **Full Council Meeting**

**Held via Video Meeting**

**19:30 on 26 January 2021**

**161. Date of next meeting**

23 February 2021 19:30

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

**163. 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:**

163.1. Any legal matters, including those above as required