

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 27 April 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/wd34oLLGmlg>. If you wish to participate in person (as permitted in the agenda and in line with any conditions applied by the Council) through Zoom Webinar the link is <https://us02web.zoom.us/j/86066430066>. 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.

Please note the pre-election sensitive period is underway and Council meetings must not be used in a way which in whole or partly appears designed to affect public support for a political party or particular candidate. Any breaches will be reported to the Monitoring Officer.

S S Bendix

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Shona Bendix, Clerk
20 April 2021

Lowestoft Town Council

Full Council Meeting

Held via Video Meeting

19:30 on 27 April 2021

AGENDA

202. Welcome and acceptance of Declarations of Acceptance of Office from new Councillors

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. Also, to welcome the new Councillors and accept their Declarations of Acceptance of Office (signed in advance).

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

204. Declarations of Interests and dispensations

204.1. 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

205. To consider the draft minutes of the meeting on 30 March 2021 and the signing of previous minutes subsequent to 17 March 2020

206. 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.

207. Finance

207.1. To receive the draft minutes of the meeting on 8 April 2021

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

207.2a. To adopt the following Town Council policies

207.2ai Legionella Control and Water Hygiene Policy, as amended

207.2aii Lone Working Policy and Risk Assessment, as amended

207.2aiii Public Participation Protocol

207.2aiv Redundancy Policy

207.2av Reserves Policy, as amended

207.2avi Reporting Procedure for Assets and Maintenance

207.2avii Reporting at Meetings Protocol, as amended

207.2aviii Safeguarding Policy

207.2b. To make appropriate financial delegations to the Town Council's Committees and Sub-Committees

207.2c. To re-adopt the Town Council's Standing Orders with an acknowledgement that there will be a comprehensive review to follow

207.2d. To proceed with the purchase of laptops of all Councillors and to delegate authority to the Clerk to agree the specification and complete the purchase within a maximum budget of £20,000

207.2e. To proceed with the purchase of amplification and recording equipment for face-to-face meetings at Hamilton House, and to delegate authority to the Clerk to complete the purchase within a maximum budget of £7,000

207.2f. To proceed with the purchase of braided LED Christmas lights for London Road South, including installation of relevant infrastructure, and to agree a joint three year contract for the North and South sides of the town within the budget already agreed (some aspects may be confidential)

207.3. To receive and consider the following:

207.3a. The year-end reports for the financial year ending 31 March 2020

207.3b. 2021 – 2022 budget position

207.3c. To note any bank reconciliations

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207.3d. 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 March 2021 and April 2021 to date

207.3e. To note payments for Hamilton House National Non-Domestic Rates

207.3f. To consider a request from Cllrs Barker and Begum to join the Finance and Governance Committee

208. Governance

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

208.2. To consider whether all Town Council video meetings should be held in a webinar format

208.3. To consider the legal position regarding holding of Council meetings in May and thereafter

208.4. To consider a response to the Government call for evidence on holding video and hybrid meetings

208.5. To consider progress with the review of the Equality Policy and practice, following a complaint from a member of the public

208.6. To note the renewal of Lowestoft Town Council's registration with the Information Commissioner's Office

208.7. To note progress with preparations for the External Audit:

208.7a. The year-end review and reserves position, and the annual return (AGAR) year-end figures

208.7b. The Internal Controller checks

208.7c. The report of the Internal Auditor and the RFO's action plan, and to review future Internal Auditor services

208.7d. Arrangements for the signing of the minutes of Town Council meetings

209. Assets, Inclusion and Development

209.1. To receive the draft minutes of the meeting on 12 April 2021

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

209.2a. To consider any recommendations arising from the Parks and Open Spaces Sub-Committee meeting on 27 April 2021 regarding the purchase of bins for the Town Council's parks, as part of the Council's five-year plans

209.2b. To install a noticeboard on private land on Shelton Road, subject to written confirmation of ownership being received and relevant permissions being sought

209.2c. To agree in principle to guardianship of historic features at the Lowestoft Hospital, and to delegate authority to the Clerk to liaise with representatives of the site owner and appropriate bodies to assess the heritage value of the features

209.2d. To decline a request for transfer/sale of leased land at Uplands (confidential)

209.2e. To decline a request for transfer/sale of land at Gunton (confidential)

209.2f. To approve a request to trade at the Triangle Market, and delegate authority to the Clerk to ensure all necessary prerequisites are in place (confidential)

209.2g. To approve an application to grant Freedom of the Town (confidential)

209.3. To consider a request from a member of the public for tree works at the Great Eastern Linear Park

209.4. To consider progressing a promotional video of Lowestoft (some aspects may be confidential)

209.5. To consider proposed improvements to the Denes Oval (some aspects may be confidential)

209.6. To consider the costs of repair and legal advice and potential for the removal of the Jubilee Bridge (some aspects may be confidential)

209.7. To consider the lease, insurance and building improvements relating to a tenancy at Normanston Park (confidential)

209.8. To consider roofing works at the Marina Theatre (confidential)

210. Planning and Environment

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210.1. To receive the draft minutes of the meetings on 23 March 2021 and 13 April 2021

211. Climate Emergency

211.1. To receive the draft minutes of the meeting on 6 April 2021

211.2. To consider a request from Cllr Barker to join the Climate Emergency Committee

212. Community Safety

212.1. To receive the draft minutes of the meeting on 31 March 2021

213. Personnel

213.1. To consider a request from Cllr Barker to join the Personnel Committee

214. Date of next meeting

Annual Meeting 4 or 18 May 2021 (tbc)

Ordinary Full Council Meeting 5 or 25 May 2021 (tbc)

215. Items for the next agenda and close

216. 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:

216.1. Any matters, including those above as required