

# 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 October 2020. **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/yaYHe0ycfyo>. **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  
20 October 2020

# Lowestoft Town Council

## Full Council Meeting

Held via Video Meeting

19:30 on 27 October 2020

### AGENDA

#### 103. 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.

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

#### 105. Declarations of Interests and dispensations

105.1. 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

#### 106. To receive any comments and note that the draft minutes of the meeting on 22 September 2020 will be considered at the next appropriate meeting

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

#### 108. Finance

108.1. To receive the draft minutes of the meeting on 8 October 2020

108.2. To receive and consider the following:

108.2a. The 2020 – 2021 budget position

108.2b. To note any bank reconciliations

108.2c. Payments, income and expenditure reports for the month ending 30 September 2020 and October 2020 to date, including any payments made under delegated authority and any COVID-19 grant awards

108.3. To consider any payments for approval (see schedule)

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

108.4a. To adopt the Acquisitions and Disposal Policy, as amended

108.4b. To proceed with works at Normanston Park via delegated authority to the Clerk (confidential)

108.5. To consider hampers and a potential amendment to vouchers, and to consider a list of recipient care homes

108.6. To consider setting up a monthly direct debit to Need2Store, for storage of the Town Council's civic artefacts

108.7. To consider the costs associated with implementation of the Tree Council funding, within a maximum budget of £10,508.88, including to consider any advice from relevant authorities

108.8. To consider support to planned arrangements for Excelsior Centenary events (some aspects may be confidential)

108.9. To consider the East Suffolk Norse analysis of the monthly Partnership Fee and the proposed charges for 2021 – 2022 (confidential)

108.10. To receive an update on Jubilee Bridge (Belle Vue Park) (confidential)

#### 109. Governance

109.1. To consider actions by the Town Council in response to the COVID-19 pandemic

109.2. To note that the required re-declaration of compliance has been made to the Pension Regulator on 29 September 2020

109.3. To note receipt of the Internal Audit Report (which will be considered by the Finance and Governance Committee)

#### 110. Assets, Inclusion and Development

110.1. To receive the draft minutes of the meeting on 5 October 2020

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- 110.2. To consider the following recommendations from the AID Committee:
- 110.3. To consider progress with the AHF funded Town Hall business planning and audience development project, to decide governance arrangements and to consider an, in principle, commitment to future users
- 110.4. To consider participation in a tender process for the Triangle Market and Sails
- 110.5. To note the Heritage Open Day activities
- 110.6. To consider land transfers relating to:
  - 110.6a. Cotman Close (confidential)
  - 110.6b. Raphael Walk (confidential)
  - 110.6c. Walmer Road and the related lease of Kirkley Recreation Ground (confidential)
  - 110.6d. Orbit Housing land near the Town Hall (confidential)
- 110.7. To consider issues arising from the anticipated Practical Completion of The Ness and the potential handover to Lowestoft Town Council (confidential)
- 110.8. To consider further the agreement for the Lowestoft Porcelain to be maintained at the Lowestoft Museum (confidential)

### 111. Planning and Environment

- 111.1. To receive the draft minutes of the meeting on 22 September and 13 October 2020

### 112. Climate Emergency

- 112.1. To receive the draft minutes of the meeting on 6 October 2020
- 112.2. To consider the following recommendations from the Climate Emergency Committee:
  - 112.2a. For Lowestoft Town Council to become a 'net zero' Council by 2030

### 113. Community Safety

- 113.1. To receive the draft minutes of the meeting on 22 October 2020

### 114. Representative Roles

- 114.1. To appoint a representative from the Town Council to attend a Zoom meeting (30 October 15:00 – 17:30) with Peter Aldous MP and Police and Crime Commissioner Tim Passmore, for Town and Parish Councils in Waveney
- 114.2. To appoint a representative from the Town Council to the CEFAS and Promoting Pakefield Group
- 114.3. To appoint a substitute representative to the Lowestoft and Northern Parishes Community Partnership
- 114.4. To receive a report from the Gull Wing Stakeholder Group meeting (Friday 18 September)

### 115. Consultations

- 115.1. To consider the Local Government Boundary Commission draft recommendations for new division boundaries across Suffolk County Council.  
<https://consultation.lgbce.org.uk/node/18495>

### 116. Date of next meeting

24 November 2020 19:30

### 117. Items for the next agenda and close

- 118. 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 issues relating to the matters on this agenda, including the following:

- 118.1. Any legal matters, including those above as required