

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 held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 18:30 on 22 March 2022.

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. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following <https://us02web.zoom.us/j/85918046334>. The meeting can also be observed via the following link: <https://youtu.be/OEa9s7kzfjk>. *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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S. Bendix

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Shona Bendix, Town Clerk

15 March 2022

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 22 March 2022

AGENDA

178. Welcome and acceptance of Declaration of Acceptance of Office from Cllr Jen Jones

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report. Also, to welcome Cllr Jen Jones and accept her Declaration of Acceptance of Office (signed in advance).

179. To receive and consider approval of apologies for absence from any Councillors not in attendance

180. Declarations of Interests and dispensations

180.1. 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

181. To consider the draft minutes of the meeting on 22 February 2022

182. 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.

183. Finance

183.1. To receive the draft minutes of the meeting on 10 March 2022

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

183.2a. To allocate the payment of £11,000 from Anglian Water regarding the Links Road car park to the parks and open spaces reserve, specifically under the heading for the Links Road car park

183.2b. To adopt the following policies and procedures:

183.2bi. Standing Orders (as amended) and to apply Standing Order 1

183.2bii. Reporting Procedure for Assets and Maintenance

183.2biii. Representation on Outside Bodies Protocol

183.2biv. Social Media Protocol

183.2bv. Conferring the Title of Freedom of the Town

183.2bvi. Risk Assessment and Management Policy, as amended

183.2c. To archive the Toilet Strategy, noting that a new policy for this is being drafted

183.2d. To adopt the Financial Risk Assessment

183.2e. To adopt the proposal on how apologies are accepted and to consider the legal advice relating to approval of absence

183.2f. To approve the quotation for works to improve the surface for vehicular access to the Denes Oval (also support by the Assets, Inclusion and Development Committee)

183.2g. To approve a maximum budget of £60,000 to replace the windows in the Sparrows Nest building complex

183.2h. To amend minute 120.7 of the Full Council meeting on 23 November 2021, by removal of the last sentence

183.2i. To not approve the Second Interim Internal Audit Report, until agenda item 183.2h has been considered and referred to the Internal Auditor for consideration

183.3. To consider the recommendation on budgetary allocation for a donation to the DEC Ukraine Humanitarian Appeal

183.4. To review and adopt the Internal Control Statement for year ending 31 March 2022, and the Checklist for the Internal Controller

183.5. To receive and consider the following:

183.5a. 2021 – 2022 budget position

183.5b. Any bank reconciliations

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183.5c. Payments and income for the month ending 28 February 2022 and March 2022 to date (see schedules)

183.6. To consider the insurance renewal

183.7. To note the application to staff salaries of the national cost of living increase of 1.75% for 1 April 2021 to 31 March 2022, and to note that the Finance and Governance Committee considers the amount is too low

183.8. To consider quotations for work to remove access to the Great Eastern Linear Park 'Nature Walk', and re-wilding of that area

183.9. To consider the redevelopment of the Town Hall and report from the Project Board

184. Governance

184.1. To consider any requests for membership to Committees or Sub-Committees from Cllr Jen Jones

184.2. To consider whether to extend the Town Clerk's emergency delegated authority

185. Assets, Inclusion and Development

185.1. To receive the draft minutes of the meeting on 7 March 2022

185.2. To consider site layout plans for the installation of the outdoor fitness equipment in Normanston Park and Fen Park

185.3. To agree the response to East Suffolk Council's request for feedback on its Community Governance Review

185.4. To receive an update on the implementation of the December 2021 Full Council resolution regarding the missing civic artefacts

185.5. To consider expressing dissatisfaction with the activities of Tingdene and East Suffolk Council in relation to 'Phase 3' land at the North Denes

185.6. To consider lease arrangements for tenants in Sparrows Nest (confidential)

185.7. To receive an update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential)

186. Planning

186.1. To receive the draft minutes of the meetings on 1 and 15 March 2022

187. Climate Emergency and Ecological

187.1. To receive the draft minutes of the meeting on 1 March 2022

187.2. To consider the following recommendations from the Climate Emergency and Ecological Committee:

187.2a. To oppose the development of Sizewell C

188. Outside Bodies

188.1. To appoint a representative to attend meetings of the Lowestoft and District Allotment Association

188.2. To appoint representatives to the Environment and Waste Working Group

189. Date of next meeting

26 April 2022 18:30

190. Items for the next agenda and close

191. 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:

191.1. Any matters, including those above as required