

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 25 January 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/88234216399>. The meeting can also be observed via the following link: <https://youtu.be/QUaMpF5hkPE>. *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
18 January 2022

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE
18:30 on 25 January 2022

AGENDA

145. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

146. To consider apologies for absence from any Councillors not in attendance

147. Declarations of Interests and dispensations

147.1. 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

148. To consider the draft minutes of the meeting on 21 December 2021

149. 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.

150. Finance

150.1. To receive the draft minutes of the meeting on 13 January 2022

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

150.2a. To adopt the following policies:

150.2ai Legionella Control and Water Hygiene Policy

150.2aii Lone Working Policy

150.2aiii Media Policy

150.2aiv Member Officer Protocol

150.2av Personal Use of the Telephone Policy

150.2avi Petty Cash Policy

150.2avii Pond Policy

150.2aviii Public Participation Protocol

150.2aix Public Participation Protocol (video meetings)

150.2ax Standing Orders

150.2b. To further consider the 2022 – 2023 budget and precept to take account of a revised treatment of Marina Theatre income and loan repayment, and retain a demand of £1,867,228 precept for 2022 - 2023, Band D Council Tax equivalent £146.63 (equating to a 2.77% increase on the Band D Council Tax equivalent for 2021 – 2022)

150.2c. A recommendation regarding the appointment of a contractor to carry out the Gainsborough Drive pond dredging (some aspects may be confidential)

150.3. To receive and consider the following:

150.3a. 2021 – 2022 budget position

150.3b. To note any bank reconciliations

150.3c. Payments, including those made under delegated authority, income and expenditure reports for the month ending 31 December 2021 and January 2022 to date, and any payments for approval

150.4. To consider purchasing a photograph of Lowestoft Civic Regalia, within a maximum budget of £40

150.5. To consider arranging follow-on inclusivity review sessions at a cost of £2,487.50 plus VAT, plus refresher sessions for those who could not attend previously, at a cost of £1,990 plus VAT

150.6. To consider improvements to the Denes Oval pavilion, spectator area and facilities proposed by the Cricket Club (noting recommendations from the Assets, Inclusion and Development and Finance and Governance Committees to approve the works), and allocation of funds from the grants budget

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150.7. To consider agreeing a budget to access specialist support for the procurement of a grounds maintenance contract

150.8. To receive an update on the Hamilton House lease and business rates (confidential)

150.9. To consider arrangements regarding future repairs and maintenance of the Jubilee Bridge (confidential)

151. Assets, Inclusion and Development

151.1. To receive the draft minutes of the meeting on 10 January 2022

151.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:

151.2a. To prioritise the refurbishment of the Bentley Drive, Rosedale Park and St Margaret's Plain play areas in year one

151.2b. To schedule the refurbishment of the Britten Road, Fen Park, Pakefield Green and Clarkes Lane play areas in year two

151.2c. To schedule the refurbishment of the Cotman Close and Normanston Park play areas in year three

151.2d. To treat St Margaret's Plain play area as a pilot site for the installation of a creative/art space

151.2e. A recommendation regarding utility suppliers (supported by the Climate Emergency and Ecological Committee) (confidential)

151.3. To receive an update on amplification and recording equipment options for the Council Chamber

151.4. To consider progress with the Town Hall redevelopment, including external funding, press release, project brief and procurement (tender and decision-makers) and any further delegations

151.5. To consider the offer of funding from Historic England for the Conservation Management Plan

151.6. To consider the draft press release if item 151.5 is accepted

151.7. To receive an update on the scheduling of a Zoom meeting regarding toilet refurbishments

151.8. To receive an update on the commencement of year one agreed capital works on the Sparrows Nest building complex, including appointment of a Project Manager

151.9. To receive an update on an invitation to Councillors to visit Pathways Care Farm and a 'Safari' of the Somerleyton Estate

151.10. To consider a request to continue regular trading at the Triangle Market (confidential)

152. Personnel

152.1. To consider the following recommendations from the Personnel Committee:

152.1a. A confidential recommendation regarding staff pay (confidential)

153. Planning

153.1. To receive the draft minutes of the meetings on 4 and 18 January 2022

153.2. To note the advice from East Suffolk Council Planning and Building Control regarding enforcement complaints

154. Climate Emergency and Ecological

154.1. To receive the draft minutes of the meeting on 11 January 2022

155. Outside Bodies

155.1. To receive and note Cllr Patience's report from the HAZ Board meeting on 14 December 2021

155.2. To receive and note Cllr Butler's report from the Lowestoft Place Board meeting on 14 December 2021

155.3. To appoint a substitute representative to the Lowestoft and Plaisir Twinning Association

155.4. To appoint a representative and substitute representative to the Joint Coastal Projects Board (next meeting 26 January 2022 14:00 – 16:00)

155.5. To appoint a Councillor representative, an officer representative and a substitute

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representative for each to the Cultural Quarter Working Group

156. Legal

156.1. To consider legal issues relating to land transfers, including the following (confidential):

156.1a. Lowestoft Cemetery public conveniences (confidential)

156.2. To receive an update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential)

157. Date of next meeting

22 February 2022 18:30

158. Items for the next agenda and close

159. 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:

159.1. Any matters, including those above as required