

# 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 26 April 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/84252092735>. The meeting can also be observed via the following link: <https://youtu.be/WAY6KhgB8VE>. *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  
19 April 2022

# Lowestoft Town Council

## Full Council Meeting

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk NR32 1DE

18:30 on 26 April 2022

### AGENDA

#### **192. 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).

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

#### **194. Declarations of Interests and dispensations**

194.1. 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

#### **195. To consider the draft minutes of the meeting on 22 March 2022**

#### **196. 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.

#### **197. Finance**

197.1. To receive the draft minutes of the meeting on 14 April 2022

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

197.2a. To adopt the reserves position

197.2b. To approve the amended Second Interim Internal Audit Report 2021 – 2022

197.2c. To approve the Asset Register, subject to the inclusion of recent acquisitions, and any civic artefacts not within the Town Council's custody to be removed or annotated 'whereabouts unknown'

197.2d. To approve in principle a budget of £100,000 for equipment, workshop and storage premises, with delegating authority to the Finance and Governance to agree the budget allocation (some aspects may be confidential)

197.3. To receive and consider the following:

197.3a. The year-end reports for the financial year ending 31 March 2022

197.3b. 2022 – 2023 budget position

197.3c. Any bank reconciliations

197.3d. Payments and income for the month ending 31 March 2022 and April 2022 to date (see schedules)

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

197.5. To consider the grant agreement and receipt of Towns Fund funding for the Town Hall redevelopment

#### **198. Governance**

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

198.2. To consider any requests from the Town Clerk to retain any aspects of the emergency delegated authority

198.3. To consider adopting the Local Government Association Model Councillor Code of Conduct 2020

#### **199. Assets, Inclusion and Development**

199.1. To receive the draft minutes of the meeting on 4 April 2022

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

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199.2a. Appointing a contractor for the St Margaret's Plain play area refurbishment (some aspects may be confidential)

199.3. To consider delegating budgets relating to assets to the Assets, Inclusion and Development Committee, where the budget is not already delegated, and with a per item expenditure limit of £5,000

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

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

### 200. Planning

200.1. To receive the draft minutes of the meetings on 29 March and 19 April 2022

### 201. Climate Emergency and Ecological

201.1. To receive the draft minutes of the meeting on 12 April 2022

201.2. To consider a request to sign a joint letter with other Town and Parish Councils to formally complain to the Secretary of State for Business Energy and Industrial Strategy regarding comments made on the development of Sizewell C

### 202. Personnel

202.1. To receive the draft minutes of the meeting on 14 April 2022

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

202.2a. To re-advertise the Committee Clerk vacancy

202.2b. Changes to staff terms and conditions (confidential)

### 203. Outside Bodies

203.1. To receive and note Cllr Butler's report from the Lowestoft Place Board meeting on 24 March 2022

203.2. To receive and note Cllr Brooks' report from the Lowestoft Vision Management Committee meeting on 29 March 2022

203.3. To receive and note Cllr Parker's report from the East Suffolk Line Community Rail Partnership Line Group North meeting on 4 March 2022

### 204. Date of next meeting

17 May 2022 18:30 (Annual Meeting of Lowestoft Town Council)

24 May 2022 18:30 (regular Full Council meeting)

26 May 2022 19:00 (Annual Assembly of the Town)

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

**206. 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:**

206.1. Any matters, including those above as required