

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 20 December 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 submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/89249244543>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/G7M2GK2q1Ts>.

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 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 relevant interests in matters on the Agenda cannot take part or vote on those matters, 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 case 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

S. Bendix

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Shona Bendix, Town Clerk
13 December 2022

Lowestoft Town Council

Full Council Meeting

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

18:30 on 20 December 2022

AGENDA

113. Welcome

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

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

115. Declarations of Interests and dispensations

115.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from councillors on items on the Agenda.

115.2. To consider written requests for dispensations for interests and note dispensations granted.

116. To consider the draft minutes and appended confidential notes of the meeting on 22 November 2022

117. 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.

118. Finance

118.1. To receive the draft minutes of the meeting on 12 December 2022

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

118.2a. The future direction on the grounds maintenance contract and impact on the budget and precept (some aspects may be confidential)

118.2b. The 2023 – 2024 budget and precept (some aspects may be confidential)

118.2c. Staff terms and conditions (confidential)

118.2d. Non-payment of rent (confidential)

118.2e. The management of tennis at Town Council sites, including the operator model and funding agreement, and progressing any capital works

118.3. To receive and consider the following:

118.3a. 2022 – 2023 budget position

118.3b. Any bank reconciliations

118.3c. Payments and income for the month ending 30 November 2022 and December 2022 to date (see schedules)

118.3d. Payments for approval, including the following:

118.3di An additional sum of £1,496.46 plus VAT to progress an intrusive survey of the Britten Road play area (total cost £16,766.46 plus VAT), plus a maximum budget of £750 for accompanying utility searches (some aspects may be confidential)

118.4. To consider the appointment of an Internal Auditor (confidential)

118.5. To consider the following regarding the Town Hall:

118.5a. Redevelopment of the Town Hall, including a report from the Project Board

118.5b. Any immediate repair works and the potential allocation of the Town Council's funding contribution to capital works, noting the recommendation from the Finance and Governance Committee

118.5c. The Towns Fund Agreement

118.6. To consider the following regarding the Marina Theatre:

118.6a. Reimbursing the Marina Theatre Trust for a measured survey of the Marina Theatre and Booking Office Building

118.6b. Agreeing that instruction of the new flying rig can proceed

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- 118.6c. Agreeing expenditure on replacing three sets of windows
- 118.6d. Agreeing expenditure on electrical installations rectifications
- 118.6e. Agreeing expenditure on the roof insulation
- 118.6f. The draft lease (some aspects may be confidential)
- 118.6g. Any progress in determining the capital investment needs

119. Assets, Inclusion and Development

- 119.1. To receive the draft minutes of the meeting on 5 December 2022
- 119.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 119.2a. Scheduling of Play Area refurbishments

120. Planning

- 120.1. To receive the draft minutes of the meetings on 29 November and 13 December 2022
- 120.2. To approve the Lowestoft Neighbourhood Development Plan ready for Regulation 14 Consultation

121. Community Safety

- 121.1. To receive the draft minutes of the meeting on 23 November 2022
- 121.2. To consider the following recommendations from the Community Safety Committee:
 - 121.2a. To adopt the terms of reference as amended
 - 121.2b. To adopt the defibrillator policy as amended
 - 121.2c. To approve a budget of £10,000 from the Community Safety Earmarked Reserve to progress speed indicator devices

122. Climate Emergency and Ecological

- 122.1. To receive the draft minutes of the meeting on 19 December 2022
- 122.2. To consider the following recommendations from the Climate Emergency and Ecological Committee:
 - 122.2a. To progress a one year bulky waste collection trial across the parish commencing April 2023, subject to confirmation of waiver of handling fees and the agreement of the Council on a monitoring criteria
- 122.3. To consider any recommendations from the Climate Emergency and Ecological Committee on the following:
 - 122.3a. To declare an Ecological Emergency and recognise that the Climate and Ecological Emergencies are interlinked and require joint consideration
 - 122.3b. To amend the title of this Committee to the Climate and Ecological Emergency Committee
 - 122.3c. To accept the Earth Protector Town declaration
 - 122.3d. To support or submit an application for the Suffolk Greenest County Award
 - 122.3e. To consider involvement with the Green Peace 'The Cost of Living' Question and Answer session
 - 122.3f. The Lowestoft Kittiwake Partnership Agreement

123. Personnel

- 123.1. To receive the draft minutes of the meeting on 14 December 2022
- 123.2. To consider any recommendations from the Personnel Committee regarding the following:
 - 123.2a. Adoption of the Councillor Mental Health and Wellbeing Policy
 - 123.2b. Review of the Flexible Working trial and adoption of the Flexible Working Policy (some aspects may be confidential)
 - 123.2c. Whether to introduce a vehicle allowance with effect from 2023-2024 for all staff who use their own vehicles for work purposes
 - 123.2d. Future staffing (confidential)

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123.2e. Staff terms and conditions (confidential)

124. Outside bodies

124.1. To receive and note Cllr Barker's report from the Gull Wing Key Stakeholder Group meeting on 9 December 2022

125. Date of next meeting

24 January 2023 at 18:30

126. Items for the next agenda and close

127. 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:

127.1. Any matters, including those above as required