

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 November 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 link: <https://us02web.zoom.us/j/83671079808>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/VUKUScmM91U>.

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
15 November 2022

Lowestoft Town Council

Full Council Meeting

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

18:30 on 22 November 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 25 October 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 14 November 2022

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

118.2a. To adopt the following policies and procedures:

118.2ai Environmental Policy

118.2aii Equality and Diversity Policy

118.2aiii Financial Regulations

118.2aiv Freedom of Information Publication Scheme, as amended

118.2av Friends Groups Policy, as amended

118.2avi Health and Safety Policy, as amended

118.2avii Ponds and Waterways Policy, as amended

118.2aviii Public Participation Protocol and Public Participation Protocol (Video meetings)

118.2aix Reporting Procedure for Assets and Maintenance

118.2b. To delegate authority to the Clerk to negotiate changes to the 2022 – 2023 contract and progress changes to the 2023 – 2024 contract, to reflect due changes and transitional arrangements for the end of the Norse grounds maintenance contract in 2023

118.2c. To delegate authority to the Clerk, in conjunction with members of the Finance and Governance Committee to review and authorise any further contractual payments for the Denes Oval tennis courts, if they are within the scope of works and the previously agreed budget

118.2d. To delegate authority to the Personnel Committee to progress the Asset Manager Officer appointment

118.2e. To approve a standing delegation to the Personnel Committee to progress the recruitment of positions pre-approved by Full Council

118.2f. To approve the recruitment of two apprentices, with delegated authority to the Clerk in conjunction with the Personnel Committee, and to decide the budget allocation

118.2g. To consider the budgeting and any delegations for progressing events support for the remainder of 2022 – 2023 and 2023 – 2024

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 31 October 2022 and November 2022 to

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date (see schedules)

118.3d. Payments for approval

118.4. To note the national agreement on paycales (which Council opts to apply to all staff) and to consider applying the provision of an additional day of leave to all staff (some aspects may be confidential)

118.5. To receive the East Suffolk Council letter advising of the Council Tax base and precept demand information

118.6. To receive an update on the draft 2023 – 2024 budget and precept

118.7. To consider the redevelopment of the Town Hall, including a report from the Project Board

118.8. To consider the draft Terms of Reference for the Marina Theatre Quarterly Management Meetings

118.9. To consider and agree a delegation to the Clerk and set the budget for external play area inspection and maintenance contracts

119. Assets, Inclusion and Development

119.1. To receive the draft minutes of the meeting on 7 November 2022

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

119.2a. Refusal of a request to purchase a lease/land (confidential)

119.3. To consider requesting the transfer of the Charter Market for the Triangle Market from East Suffolk Council to Lowestoft Town Council

119.4. To consider any recommendations from the Parks and Open Spaces Sub-Committee regarding the 2023 – 2024 play areas budget and the five year plans for play area refurbishments (some aspects may be confidential)

119.5. To consider an update on the previous decision to clean the Sails prior to their removal

119.6. To further consider the transfer of land at Cotman Close from Lowestoft Town Council to East Suffolk Council (confidential)

120. Planning

120.1. To receive the draft minutes of the meetings on 1 and 15 November 2022

121. Climate Emergency and Ecological

121.1. To receive the draft minutes of the meeting on 21 November 2022

121.2. To consider any recommendations from the Climate Emergency and Ecological Committee regarding the following:

121.2a. A proposal from the Environment and Waste Group regarding bulky waste collection

121.2b. The Lowestoft Kittiwake Partnership Agreement

121.2c. Joining the Nuclear Free Local Authorities Network

122. Outside bodies

122.1. To consider a request from Cllrs Parker and Patience to join the Environment and Waste Group

122.2. To receive and note Cllr Barker's report from the First Light Festival CIC meeting on 20 October 2022

123. Date of next meeting

20 December 2022 at 18:30

124. Items for the next agenda and close

125. 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:

125.1. Any matters, including those above as required