

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 23 August 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/82222714140>. The meeting can also be observed via the following link: <https://youtu.be/t8pLYRqBiZQ>. *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
16 August 2022

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AGENDA

69. Welcome

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

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

71. Declarations of Interests and dispensations

71.1. To receive Declarations of Disclosable Pecuniary and Other Registerable 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

72. To consider the draft minutes and appended confidential notes of the meeting on 26 July 2022

73. 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.

74. Finance

74.1. To receive the draft minutes of the meeting on 8 August 2022

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

74.2a. To temporarily amend the thresholds for procurement in Financial Regulations until the start of the new financial year as follows:

74.2ai To increase the threshold for obtaining three estimates from £1,000 - £5,000 to £5,000 - £10,000

74.2aii To increase the threshold for obtaining three quotations from £5,000 - £25,000 to £10,000 - £25,000

74.2b. To not accept transfer of the land on Compass Street, to only consider potential transfer of the land again once the pocket park is delivered and all obligations relating to grant funding satisfied, to remove any reference to the Town Council delivering the pocket park from the Towns Fund agreement (some aspects may be confidential)

74.2c. To progress the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732

74.3. To finalise any procurement or governance arrangements relating to the Lowestoft Town Tennis Club capital works at the Denes Oval

74.4. To review and, if necessary, reaffirm the decision at the previous meeting to decline grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts

74.5. To consider recommendations and costs regarding the management and ongoing maintenance of the Town Council's ponds and waterways

74.6. To consider Marina Theatre repair and maintenance requirements and costs

74.7. To receive and consider the following:

74.7a. 2022 – 2023 budget position

74.7b. Any bank reconciliations

74.7c. Payments and income for the month ending 31 July 2022 and August 2022 to date (see schedules)

74.7d. Payments for approval

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

74.9. To consider the Towns Fund grant agreement, including any legal advice (some aspects may be confidential)

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74.10. To consider amplification and streaming equipment options for the Council Chamber

74.11. To consider the IT contract for the Town Council offices (confidential)

75. Governance

75.1. To consider whether to continue the Deputy Mayor's ex-officio membership to all Committees and Sub-Committees, with no voting rights

75.2. To consider signing the Civility and Respect Pledge

75.3. To review the accessibility including timing of meetings

75.4. To consider the option to opt of the SAAA central external auditor appointment arrangements

76. Assets, Inclusion and Development

76.1. To receive the draft minutes of the meeting on 1 August 2022

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

76.2a. To proceed with the installation of the bus shelter on Harris Avenue, as per the decision of Full Council on 21 December 2021

76.3. To consider the findings from an assessment of civic artefacts in storage (some aspects may be confidential)

77. Planning

77.1. To receive the draft minutes of the meeting on 16 August 2022

78. Climate Emergency and Ecological

78.1. To receive the draft minutes of the meeting on 2 August 2022

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

78.2a. To amend the scheduling of Climate Emergency and Ecological Committee meetings, for meetings going forward to be held at 15:30 on the third Monday of the month

79. Community Safety

79.1. To receive the draft minutes of the meeting on 27 July 2022

79.2. To consider the following recommendations from the Community Safety Committee:

79.2a. community buildings within the Town Council's ownership and management be offered to the North Lowestoft Community Partnership free of charge to support their warmer places work.

80. Personnel

80.1. To receive the draft minutes of the meeting on 4 August 2022

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

80.2a. To clarify in the Committee's Terms of Reference that it has no delegation to dismiss or make officers redundant, and this should remain a responsibility of Full Council, by way of an Extraordinary Meeting if required

80.2b. To amend point 15 of the Terms of Reference to reflect current practice

80.2c. To adopt the Staff Mental Health and Wellbeing Policy

81. Outside Bodies

81.1. To consider Lowestoft Town Council attendance at civic events

81.2. To consider a request from the Kirkley People's Forum to appoint a representative and substitute representative from the Town Council to the Kirkley Pocket Park Group

82. Date of next meeting

27 September 2022 at 18:30

83. Items for the next agenda and close

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- 84. 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:**
- 84.1. Any matters, including those above as required**