

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 24 January 2023.

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/89951165531>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/kgizWhCgXF8>.

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

.....
Shona Bendix, Town Clerk
17 January 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 24 January 2023

AGENDA

138. Welcome

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

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

140. Declarations of Interests and dispensations

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

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

141. To consider the draft minutes and appended confidential notes of the meeting on 16 January 2023

142. 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.

143. Finance

143.1. To receive the draft minutes of the meeting on 9 January 2023

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

143.2a. To consider the general reserves and earmarked reserves positions

143.2b. To consider extension of the hire period for the van

143.2c. To adopt the following policies:

143.2ci Acquisition and Disposal (as amended)

143.2cii Appraisals Guidance

143.2ciii Heritage Plaques (as amended)

143.2civ Legionella Control and Water Hygiene (subject to H&S amendments being included)

143.2cv Lone Working

143.2cvi Media Policy

143.2cvii Member Officer Protocol

143.2cviii Mulch Policy

143.2cix Noticeboard Protocol

143.2cx Pandemic Contingency and Recovery

143.2cxi Personal Use of the Telephone

143.2d. To revert to the pre-COVID position of confidential documents only being accessible via the members area of the website from 1 April 2023

143.2e. For Council data not to be accessible from a personal device from 1 April 2023

143.3. To receive and consider the following:

143.3a. 2022 – 2023 budget position

143.3b. Any bank reconciliations

143.3c. Payments and income for the month ending 31 December 2022 and January 2023 to date (see schedules)

143.3d. Payments for approval, including the following:

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

143.5. To consider the Marina Theatre draft lease (some aspects may be confidential)

Lowestoft Town Council

Full Council Meeting

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

18:30 on 24 January 2023

144. Assets, Inclusion and Development

144.1. To receive the draft minutes of the meeting on 9 January 2023

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

144.2a. To approve a maximum budget of £20,000 for park welcome signage and delegate authority to the Finance and Governance Committee to decide the budget allocation

144.2b. To approve a maximum budget of £6,000 to install EasyGates at the Sparrows Nest and Gunton Community Park play areas, and delegate authority to the Finance and Governance Committee to decide the budget allocation

144.2c. To approve a stipulation to the lease agreement with the Lowestoft and District Allotments Association (LDAA), to increase the annual fees in line with inflation, plus fees for administration, with a delegation to officers, in conjunction with the Allotments Sub-Committee, to progress the lease with LDAA (confidential)

144.3. To consider approval of a maximum budget of £12,500 for screening for the bins at Kensington Gardens, Sparrows Nest, Normanston Park, Denes Oval and Fen Park, and delegate authority to the Finance and Governance Committee to decide the budget allocation

145. Planning

145.1. To receive the draft minutes of the meetings on 3 and 17 January 2023

146. Climate Emergency and Ecological

146.1. To receive the draft minutes of the meeting on 16 January 2023

147. Personnel

147.1. To consider any recommendations from the Personnel Committee regarding the following:

147.1a. Adoption of the Councillor Mental Health and Wellbeing Policy

147.1b. For any Councillor fulfilling the role of Mayor or Chair of the Personnel Committee to receive mandatory appraisal training

148. To consider the condition of the A47 from the Bascule Bridge to Corton Long Lane, with a view to the Town Council making a complaint to National Highways

149. Outside bodies

149.1. To receive and note Cllr Butler's report from the Joint Coastal Projects Board meeting on 15 December 2022

150. Date of next meeting

28 February 2023 at 18:30

151. Items for the next agenda and close

152. 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:

152.1. Any matters, including those above as required