

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 **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB** at 18:30 on 24 May 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/84590067161>. The meeting can also be observed via the following link: <https://youtu.be/XSL87eY5g4A>. *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
17 May 2022

Lowestoft Town Council
Full Council Meeting
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
18:30 on 24 May 2022

AGENDA

23. Welcome

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

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

25. Declarations of Interests and dispensations

25.1. 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

26. To consider the draft minutes of the Annual Meeting on 17 May 2022

27. 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.

28. Finance

28.1. To receive the draft minutes of the meeting on 12 May 2022

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

28.2a. Delegation to Clerk to agree equipment and heads of terms for workshop and storage premises (some aspects may be confidential)

28.3. To receive and consider the following:

28.3a. 2022 – 2023 budget position

28.3b. Any bank reconciliations

28.3c. Payments and income for the month ending 30 April 2022 and May 2022 to date (see schedules)

28.3d. Payments for approval, including the following:

28.3di Reimbursement to the Cricket Club of £148 for accessing pre-planning application advice regarding the new training area, storage container and fence at the Denes Oval

28.4. To consider financial matters for the year ending 31 March 2022, including the following:

28.4a. To note the completion of the Internal Controls review and receipt of the report

28.4b. The end of year accounts and completion of the bank reconciliation for the year ending 31 March 2022

28.5. To consider quotations for a replacement lighting desk for the Marina Theatre

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

28.7. To consider the grounds maintenance contract (some aspects may be confidential)

29. Governance

29.1. To consider the absence of Cllr Eastwood and the application of Section 85 of the Local Government Act 1972

29.2. To consider asking the Standing Orders and Policies Sub-Committee to build Councillor training into risk management

30. Assets, Inclusion and Development

30.1. To receive the draft minutes of the meeting on 9 May 2022

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

30.2a. Scheduling the refurbishment of the Thirlmere Walk, Gunton Community Park and

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Turnberry Close play areas in year four

30.2b. Scheduling the refurbishment of the Stoven Close play area in year five

30.2c. Purchasing full sized noticeboards for Normanston Park, Fen Park, St Margaret's Plain play area, Clarkes Lane, the Town Green and Shelton Road (subject to landowner permission where applicable), and wall mounted noticeboards for Village Rise and the Yarmouth Road entrance to Sparrows Nest (subject to landowner permission where applicable), within a maximum budget of £13,000

30.2d. Seeking legal support on draft licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential)

30.3. To consider delegating authority to the Clerk to progress replacement windows for the Sparrows Nest building complex, within the previously agreed maximum budget of £60,000

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

31. Planning

31.1. To receive the draft minutes of the meetings on 3 and 17 May 2022

32. Climate Emergency and Ecological

32.1. To receive the draft minutes of the meeting on 3 May 2022

33. Personnel

33.1. To consider the bespoke training from the Suffolk Association of Local Councils

34. Outside Bodies

34.1. To review and appoint representatives of the Council on other bodies

34.2. To receive and note Cllr Breakspear's report from the Lowestoft in Bloom meeting on 21 April 2022

35. Date of next meeting

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

28 June 2022 18:30 (Full Council)

36. Items for the next agenda and close

37. 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:

37.1. Any matters, including those above as required