

# 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 25 October 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/82627088511>. The meeting can also be observed via YouTube on the following link: [https://youtu.be/Lh5nH\\_495iY](https://youtu.be/Lh5nH_495iY).

*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  
18 October 2022

**Lowestoft Town Council**  
**Full Council Meeting**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 25 October 2022**

**AGENDA**

**97. Welcome**

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

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

**99. Declarations of Interests and dispensations**

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

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

**100. To consider the draft minutes and appended confidential notes of the meeting on 27 September 2022**

**101. 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.

**102. Finance**

102.1. To receive the draft minutes of the meetings on 10, 11 and 19 October 2022

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

102.2a. A recommendation to transfer funding reclaim from Lowestoft Town Council Capital cash flow at end of Phase 1 of Town Hall project to Marina Theatre budget towards expenditure on the flying and lighting rig, and precept the remaining funds in 2023 – 2024

102.2b. To endorse the recommendations from the Budget and Loan Sub-Committee regarding budgets particularly vulnerable to overspend, including the grants, community engagement and events budgets

102.2c. To approve the report from the External Auditor on the Annual Governance and Accountability Return for 2021 - 2022

102.2d. To not re-join Lowestoft Rising with effect from 2023 – 2024

102.2e. To delegate authority to the Clerk to determine the date of purchase, location and any hire options for a storage container (initially for the Town Hall site)

102.2f. To approve a maximum budget and delegate authority to the Clerk to progress works to address drainage issues in Sparrows Nest

102.2g. To proceed with replacing the footbridge in Fen Park, within a maximum budget of £36,000

102.2h. To consider a vehicle allowance with effect from 2023 – 2024, for all staff who use their own vehicles for work purposes

102.2i. To approve the payment of an invoice towards installation of floodlights at the Denes Oval, on the understanding a contribution from the Lowestoft Town Tennis Club will be paid upon receipt of a Licence to Occupy

102.2j. To adopt the following policies and procedures, as amended:

102.2ji Booking form for hire of Community Halls

102.2jii Code of Conduct

102.2jiii Cycling Pledge

102.2jiv Data Protection Policy

102.2jv Data Retention Policy

102.2jvi Defibrillator Policy

102.2jvii Disciplinary and Grievance Procedure

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- 102.2jviii Standing Orders (with amendments to take effect from the next Annual Meeting)
- 102.2k. To consider any recommendations on lease and licence arrangements for the following (some aspects may be confidential):
- 102.2ki Royal Naval Patrol Service Association Museum
  - 102.2kii Martello and Giardino
  - 102.2kiii Moviemakers Theatre
  - 102.2kiv Maritime Museum
  - 102.2kv Gunton Estate Residents' Meeting Hall
- 102.2l. To amend the Grant Awarding Policy to consider applications every three months, with provision to consider any urgent or time sensitive applications in the interim
- 102.2m. To consider any recommendation on making a representation to national Government via the local Member of Parliament, the local Food Network and other local outlets as required regarding concerns about the need for Local Councils to provide support previously available through central Government
- 102.2n. To consider any recommendations on the budgetary allocation for any further recruitment
- 102.2o. To consider any recommendations regarding the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 102.2p. To consider any recommendations regarding non-payment of rent by a tenant (confidential)
- 102.2q. To review the Marina Theatre rent and management fee on a four-yearly basis, aligned with Town Council terms
- 102.3. To consider any unbudgeted capital funding requirements from the Marina Theatre for the current financial year
- 102.4. To consider any Marina Theatre capital funding requirements during 2023 – 2024 (some aspects may be confidential)
- 102.5. To receive the draft Marina Theatre lease (some aspects may be confidential)
- 102.6. To receive and consider the following:
- 102.6a. 2022 – 2023 budget position
  - 102.6b. Any bank reconciliations
  - 102.6c. Payments and income for the month ending 30 September 2022 and October 2022 to date (see schedules)
  - 102.6d. Payments for approval
- 102.7. To consider the redevelopment of the Town Hall, including a report from the Project Board, and the budget and expenditure on contracts, including on a Quantity Surveyor

### 103. Governance

- 103.1. To consider how to vote on the Business Improvement District Levy, for the Town Hall and Hamilton House
- 103.2. To note a Code of Conduct complaint has been made against a Lowestoft Town Councillor
- 103.3. To consider the draft Terms of Reference for the Marina Theatre Quarterly Management Meetings

### 104. Assets, Inclusion and Development

- 104.1. To receive the draft minutes of the meeting on 3 October 2022
- 104.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
- 104.2a. To extend the current policy on not charging for use of Town Council sports and leisure facilities to the 2023 – 2024 financial year
  - 104.2b. To proceed with the refurbishment of both the Rosedale Park and Bentley Drive play areas in the current financial year
  - 104.2c. To consider a recommendation from the Parks and Open Spaces Sub-Committee to

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appoint a contractor for the refurbishment of the Bentley Drive and Rosedale Park play areas (some aspects may be confidential)

104.2d. To approve a quotation of £13,810 plus VAT to replace areas of wet pour matting in Fen Park

104.3. To consider a request from Cllr Jones to join the Assets, Inclusion and Development Committee

### 105. Planning

105.1. To receive the draft minutes of the meetings on 4 and 18 October 2022

### 106. Personnel

106.1. To receive the draft minutes of the meeting on 20 October 2022

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

106.2a. Future staff resourcing for events (some aspects may be confidential)

106.2b. A proposal and job description for an officer to deal with asset management (some aspects may be confidential)

106.2c. Staff terms and conditions (confidential)

### 107. Community Safety

107.1. To receive the draft minutes of the meeting on 28 September 2022

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

107.2a. To approve a quotation of £15,270 plus VAT for an intrusive survey of the Britten Road play area (some aspects may be confidential)

### 108. Climate Emergency and Ecological

108.1. To receive the draft minutes of the meeting on 17 October 2022

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

108.2a. To amend the Terms of Reference to enable the Committee to appoint more than two non-Councillor members to the Committee

108.2b. To approve a maximum budget of £25,000 for a bulky waste collection service, subject to Suffolk County Council confirming the contractor will not be charged for disposal of waste at the Recycling Centre, and agreement of appropriate criteria to measure the success of the trial

108.2c. To declare Lowestoft an Earth Protector Town, noting its alignment with the Town Council's Sustainability Policy

### 109. Outside bodies

109.1. To appoint a representative and substitute to the Emergency Exit Project

109.2. To receive and note Cllr Parker's report from the East Suffolk Lines Community Rail Partnership meeting on 2 September 2022

### 110. Date of next meeting

22 November 2022 at 18:30

### 111. Items for the next agenda and close

**112. 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:**

112.1. Any matters, including those above as required