

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 27 September 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/84253612649>. The meeting can also be observed via the following link: <https://youtu.be/x4ATBCeidbA>. *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

.....
Shona Bendix, Town Clerk
20 September 2022

Lowestoft Town Council
Full Council Meeting
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:30 on 27 September 2022

AGENDA

85. Welcome

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

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

87. Declarations of Interests and dispensations

87.1. 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

88. To consider the draft minutes and appended confidential notes of the meeting on 23 August 2022

89. 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.

90. Finance

90.1. To receive the draft minutes of the meetings on 1 September and 26 September 2022

90.2. To consider any recommendations from the Finance and Governance meeting on 26 September 2022, including the following:

90.2a. Any recommendation in relation to the movement of funds between earmarked reserves and budgets that are projected to have overspends and underspends at year end

90.2b. Any recommendation in relation to decreasing the grants budget for 2022 – 2023

90.2c. Any recommendation in relation to re-joining Lowestoft Rising with effect from 2023 – 2024

90.2d. Any recommendation in relation to the cost of living crisis

90.3. To consider approving the expenditure on a Health and Safety Consultant

90.4. To consider the offer of grant funding from the Lawn Tennis Association towards resurfacing the Normanston Park tennis courts, including to receive feedback from a recent Zoom meeting

90.5. To receive and consider the following:

90.5a. 2022 – 2023 budget position

90.5b. Any bank reconciliations

90.5c. Payments and income for the month ending 31 August 2022 and September 2022 to date (see schedules)

90.5d. Payments for approval, including the following:

90.5di NABMA for £384

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

90.7. To consider the Marina Theatre draft lease and funding agreement (some aspects may be confidential)

90.8. To consider the redevelopment of the Town Hall, the report from the Project Board, and the request for delegations to contractors

90.9. To consider a request from Cllr Le Grice to be a substitute member for Lowestoft Town Council on the Town Hall Project Board

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

90.11. To consider a quotation for replacing the Belle Vue Park Lodge Cottage's thatch roof

Lowestoft Town Council

Full Council Meeting

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

18:30 on 27 September 2022

(confidential)

90.12. To consider the review of grounds maintenance arrangements (confidential)

90.13. To consider the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)

90.14. To consider the lease for the workshop/storage premises (confidential)

91. Assets, Inclusion and Development

91.1. To receive the draft minutes of the meeting on 5 September 2022

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

91.2a. To remove the Sails and look at wider public realm measures to improve and beautify the site

91.3. To receive an update on transfer arrangements relating to the registration of ownership for the North Denes and Tingdene, and enforcement action relating to 'Phase 3' (confidential)

91.4. To consider issues relating to the transfer of land in Sparrows Nest (confidential)

92. Planning

92.1. To receive the draft minutes of the meetings on 6 and 27 September 2022

93. Personnel

93.1. To receive the draft minutes of the meeting on 8 September 2022

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

93.2a. To amend the Terms of Reference, as follows:

Existing Wording	Proposed New Wording
Reviewing and making recommendations on the staffing structure in consultation with the Finance and Governance Committee, when needed	Reviewing and making any recommendations on the staff structure to the Finance and Governance Committee and Full Council as appropriate
Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council	Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council; these policies are also considered by the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee
Establishing and reviewing the salary payscale reference points	Establishing and reviewing the salary payscale reference points, where relevant

Table 1 Terms of Reference Changes

93.2b. To approve an additional day's leave for staff in lieu of the Saturday Christmas Eve, to be reviewed again next year

93.2c. To implement proposed new flexible working arrangements for a trial period of six months, commencing from September's Full Council meeting to March's Full Council meeting, with an interim review at December's Full Council meeting

94. Date of next meeting

25 October 2022 at 18:30

95. Items for the next agenda and close

96. 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:

96.1. Any matters, including those above as required