

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 28 February 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 submitting 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/83386616390>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/P-s2D6FaLPA>.

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
22 February 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 28 February 2023

AGENDA

153. Welcome

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

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

155. Declarations of Interests and dispensations

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

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

156. To consider the draft minutes of the meeting on 24 January 2023

157. 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.

158. Finance

158.1. To receive the draft minutes of the meeting on 22 February 2023

158.2. To consider a recommendation from the Budget and Loan Sub-Committee to adopt the agreed EMR target levels for the 2023-2024 financial year

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

158.3a. Adoption of the reserves targets for 2023/24

158.3b. To approve increasing financial delegations to Sub-Committees (£3,750 per item) and Committees (£7,500 per item)

158.3c. To approve new budget delegations to Sub-Committees and Committees

158.3d. To approve total project expenditure to removal green structure, Sails and supporting structures of £27,000

158.3e. To approve Triangle Market Toilet refurbishment specification and expenditure of £91,350

158.3f. To approve a maximum budget and specification for the Fen Park Toilet Modular Build

158.3g. To approve confirmation of order for Marina Theatre flying rig by end of February 2023 at a total cost of £219,037 with 40% deposit payment (£87,614.69) to be paid on order

158.4. To receive and consider the following:

158.4a. 2022 – 2023 budget position

158.4b. Any bank reconciliations

158.4c. Payments and income for the month ending 31 January 2023 and February 2023 to date (see schedules)

158.4d. Payments for approval, including the following:

158.5. To consider the interim internal audit report

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

158.7. To consider the degradation report relating to the Town Hall and to consider approving any out of project scope preventative repair works (with an initial budget of £10,000 and delegation) (some aspects may be confidential)

158.8. To consider VAT advice and any implications for the Marina Theatre and Town Hall (confidential)

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- 158.9. To establish a working group to make recommendations to Full Council on the Feasibility Study and any other reports raised to progress the development of the Marina Theatre under the Towns Fund Agreement
- 158.10. To consider the Marina Theatre draft lease (some aspects may be confidential)
- 158.11. To note formal acceptance of grant funding has been communicated to the Lawn Tennis Association
- 158.12. To consider the Lawn Tennis Association's draft funding agreement and the tender for the Contracted Management model for the tennis courts (some aspects may be confidential)
- 158.13. To receive an update and consider expenditure for the Denes Oval tennis court
- 158.14. To consider the additional cost for an all-weather surface for three of the Normanston Park tennis courts, and delegated authority to the Clerk to progress
- 158.15. To agree funds can be drawn down in advance of 2023 – 2024 if needed for Normanston Park tennis courts resurfacing works
- 158.16. To consider presentation of achievement awards (some aspects may be confidential)

159. Assets, Inclusion and Development

- 159.1. To receive the draft minutes of the meeting on 6 February 2023
- 159.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 159.2a. To approve a maximum budget of £12,000 for bank stabilisation works at the Great Eastern Linear Park (some aspects may be confidential)
 - 159.2b. To approve a delegation to officers to progress capital investment works at Sparrows Nest set out in years one and two of the five year preventative repair report, subject to planning consent and receipt of revised cost estimates
- 159.3. To consider developments relating to the potential transfer of land at the corner of Compass Street to the Town Council
- 159.4. To note the minimum level of energy efficiency required to let non-domestic property under the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 and the requirement to provide Energy Performance Certificates from 1 April 2023 and consider the cost of carrying out EPC surveys of all Town Council owned tenanted properties

160. Planning

- 160.1. To receive the draft minutes of the meeting on 7 February 2023

161. Climate and Ecological Emergency

- 161.1. To receive the draft minutes of the meeting on 20 February 2023
- 161.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 161.2a. To proceed with the bulky waste collection trial from April 2023, following provisional approval by Full Council in November 2022, as per the recommendation and proposals of the Environment and Waste Working Group
 - 161.2b. To cancel the direct debit for the standing charge for the Town Hall gas supply, and invoice the supplier for funds owed to the Town Council

162. Personnel

- 162.1. To consider appointing additional members to the Personnel Committee
- 162.2. To consider amending the meeting schedule of the Personnel Committee for meetings to start at 14:00 (rather than 18:00)
- 162.3. To consider the recruitment of the Asset Management Officer (confidential)
- 162.4. To consider recruitment of grounds maintenance staff (confidential)
- 162.5. To consider delegating authority in relation to staff terms and conditions, following six month reviews

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163. To consider lease and licence arrangements for the following (confidential):

- 163.1. To receive an update on the Hamilton House lease and associated provision/costs and rent review
- 163.2. To consider delegating authority to the Clerk within the budget already set for an appropriate workshop and yard
- 163.3. To receive an update on licence arrangements for the Lowestoft Town Tennis Club

164. Outside bodies

- 164.1. To receive and note Cllr Barker's report from the First Light Festival Steering Group meeting on 19 January 2023

165. Date of next meeting

28 March 2023 at 18:30

166. Items for the next agenda and close

167. 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:

- 167.1. Any matters, including those above as required