

# 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 28 June 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/83340143073>. The meeting can also be observed via the following link: <https://youtu.be/tYq6ePAX-3o>. *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  
21 June 2022

**Lowestoft Town Council**  
**Full Council Meeting**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**18:30 on 28 June 2022**

**AGENDA**

**38. Welcome**

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

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

**40. Declarations of Interests and dispensations**

40.1. 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

**41. To consider the draft minutes and appended confidential notes of the meeting on 24 May 2022**

**42. 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.

**43. Finance**

43.1. To receive the draft minutes of the meeting on 9 June 2022

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

43.2a. To amend the scheduling of the Finance and Governance Committee meetings to 15:00 on the second Monday of the month

43.2b. To receive a recommendation on the 2021 – 2022 end of year budget and reserves position

43.2c. To fund the purchase of the replacement lighting desk for the Marina Theatre, subject to an independent assessment and confirmation that a replacement is required

43.3. To receive and consider the following:

43.3a. 2022 – 2023 budget position

43.3b. Any bank reconciliations

43.3c. Payments and income for the month ending 31 May 2022 and June 2022 to date (see schedules)

43.3d. Payments for approval

43.4. To note receipt of the internal audit report

43.5. To consider the Annual Governance and Accountability Return (AGAR) for 2021 – 2022 and associated papers and processes for external audit, including:

43.5a. To note the internal audit report (AGAR)

43.5b. To approve the Annual Governance Statements (Section 1 AGAR)

43.5c. To approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation

43.5d. To note the period for the exercise of public rights

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

43.7. To consider in principle committing funds towards the installation of a Kindertransport commemorative statue on land not owned by the Town Council, and to consider a separate budget towards concept/consultation work (some aspects may be confidential)

43.8. To consider the grounds maintenance contract (confidential)

43.9. To consider the Heads of Terms for the lease of a storage/grounds maintenance premises and delegation for the lease (confidential)

**44. Governance**

44.1. To consider a response to the consultation on the draft recommendations on East Suffolk

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Council's Community Governance Review

- 44.2. To consider circumstances for the temporary or permanent removal or editing of YouTube recordings of Council meetings (some aspects may be confidential)

**45. Assets, Inclusion and Development**

- 45.1. To receive the draft minutes of the meeting on 6 June 2022
- 45.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
- 45.2a. To proceed with the installation of a composting/mulching area in Fen Park, within a maximum budget of £7,000 from the Parks Reserve
- 45.3. To consider a request from Cllr Pitts to join the Assets, Inclusion and Development Committee
- 45.4. To consider the following regarding tennis courts:
- 45.4a. Approval of the projects identified and funded by the Lawn Tennis Association
- 45.4b. Approval of a maximum budget of £18,000 to remove the artificial grass from the Normanston Park tennis courts, in preparation of resurfacing, and to consider whether to reinstate the artificial grass following resurfacing
- 45.4c. Whether to install a third electronic gate at the Denes Oval, within a maximum budget of £6,000
- 45.5. To consider lease arrangements for tenants in Sparrows Nest (confidential)
- 45.6. To consider the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 45.7. To consider the lease provisions for the Hamilton House office (confidential)

**46. Planning**

- 46.1. To receive the draft minutes of the meetings on 7 and 21 June 2022
- 46.2. To consider a request from Cllr Barker to join the Planning Committee
- 46.3. To consider the following recommendations from the Planning Committee:
- 46.3a. To consider the scheduling of the Planning Committee meetings

**47. Climate Emergency and Ecological**

- 47.1. To receive the draft minutes of the meeting on 7 June 2022

**48. Community Safety**

- 48.1. To receive the draft minutes of the meeting on 25 May 2022
- 48.2. To consider the following recommendations from the Community Safety Committee:
- 48.2a. To consider the scheduling of the Community Safety Committee meetings

**49. Personnel**

- 49.1. To receive the draft minutes of the meeting on 9 June 2022
- 49.2. To consider the following recommendations from the Personnel Committee:
- 49.2a. To change the start time of meetings of the Personnel Committee from 18:00 to 14:00
- 49.2b. To allocate a maximum budget of £5,000 from the staffing earmarked reserve to secure an appropriate HR support service, with delegated authority to the Clerk, in conjunction with Personnel Committee members, to appoint the provider
- 49.2c. To agree the process for the next stage of recruitment
- 49.2d. To adopt the Training and Development Policy
- 49.2e. To amend the salary position and job title for a member of staff (confidential)

**50. Outside Bodies**

- 50.1. To consider the representative and budget for a kittiwake conference in Newcastle
- 50.2. To appoint a representative to the Marina Theatre interview panel for consultancy services for improvement works, feasibility and delivery plans
- 50.3. To appoint representatives to the Quarterly Management Meetings with the Marina Theatre (noting that this supersedes the current arrangement of appointing Trustees to the Marina

# Lowestoft Town Council

## Full Council Meeting

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18:30 on 28 June 2022

Theatre Trust Board), and agree the date of the first meeting

50.4. To receive and note Cllr Barker's report from the Marina Theatre Trust Board meeting on 20 May 2022

50.5. To receive and note Cllr Butler's report from the Lowestoft Place Board meeting on 8 June 2022

50.6. To receive and note Cllr Butler's report from the East Suffolk Lines Community Rail Partnership Line Group North meeting on 25 May 2022

50.7. To receive and note the minutes of the Lowestoft and Plaisir Twinning Association meeting on 24 May 2022 (supplied by Cllr Brooks)

50.8. To consider Lowestoft Town Council attendance at civic events

### 51. Date of next meeting

26 July 2022 at 18:30

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

**53. 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:**

53.1. Any matters, including those above as required