

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 19 December 2023.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending 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/88388249698>. The

meeting can also be observed via YouTube on the following link:

<https://youtu.be/59MEvD12XLo>.

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. L. Foote

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Sarah Foote, Deputy Town Clerk
12 December 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 19 December 2023

AGENDA

160. Welcome

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

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

162. Declarations and dispensations

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

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

163. To consider the draft minutes and confidential note of the Full Council meeting on 28 November 2023, and the draft minutes of the Extraordinary Full Council meeting on 5 December 2023

164. 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.

165. Finance and Governance

165.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 12 December 2023

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

165.2a. To adopt the following policies:

165.2ai. Community Engagement

165.2aii. Complaints Procedure

165.2aiii. Conferring the Title of Honorary Freemen and Freewomen

165.2aiv. Conferring the Title of Honorary Freemen and Freewomen – Post Award

165.2av. Co-option

165.2avi. Cycling Pledge

165.2avii. Data Protection

165.2aviii. Data Retention

165.2aix. Defibrillator

165.2ax. Disciplinary and Grievance Procedures

165.3. To receive and consider the following:

165.3a. 2023 – 2024 budget and reserves

165.3b. Any bank reconciliations

165.3c. Payments and income for the month ending 30 November 2023 and December 2023 to date (see schedules)

165.3d. Payments for approval

165.4. To note the interim internal audit report

165.5. To consider the following regarding the Britten as a Boy sculpture project:

165.5a. Making a financial donation to support the project

165.5b. Purchase of a maquette for £8,400

165.6. To consider making donations to assist those affected by conflicts in Ukraine and Gaza

165.7. To receive feedback from a meeting with the Marina Theatre Trust on 19 December 2023 and any actions for the Town Council to progress (confidential)

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166. Town Hall Project

- 166.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 7 December 2023
- 166.2. To consider acceptance and signing arrangements for the East Suffolk Council grant agreement for the Town Hall Project
- 166.3. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:
 - 166.3a. To receive and note a progress report from the Project Manager

167. Assets, Inclusion and Development

- 167.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 4 December 2023
- 167.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 167.2a. For Clarkes Lane and Thirlmere Walk to be the two play areas refurbished in 2024 – 2025
 - 167.2b. For Lowestoft Town Council's bowls greens to be used for the purpose of bowls only, and no other events

168. Planning

- 168.1. To consider a request from Cllr Elise Youngman to join the Planning Committee
- 168.2. To receive and note the draft minutes of the Planning Committee meeting on 14 December 2023

169. Climate and Ecological Emergency

- 169.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 18 December 2023
- 169.2. To consider any recommendations from the Climate and Ecological Emergency Committee regarding the following:
 - 169.2a. Appointment of a Town Council representative to the Plastic Free Communities Steering Group
 - 169.2b. Submitting a response to East Suffolk Council's Refuse & Dog Waste Bin Policy Consultation
 - 169.2c. Feedback from a review of the bulky waste collection service, including to consider the budget
 - 169.2d. Appointment of a Town Council representative to the Suffolk Enhanced Passenger Interest Group

170. Personnel

- 170.1. To receive and note the draft minutes of the Personnel Committee meeting on 7 December 2023
- 170.2. To consider the following recommendations from the Personnel Committee:
 - 170.2a. To approve the recruitment of a workshop-based operative from April 2024, and to consider the budget, job specification and a delegation to progress
 - 170.2b. To approve the recruitment of an Asset Management Officer from April 2024, and to consider the budget, job specification and a delegation to progress
 - 170.2c. A recommendation relating to staff terms and conditions (confidential)
- 170.3. To note legal advice on application of the Local Government Pay Award (confidential)
- 170.4. To consider the recruitment of gardeners

171. To consider the following legal matters (some aspects may be confidential):

- 171.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential)
- 171.2. The Lowestoft War Memorial Museum lease (confidential)
- 171.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential)

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171.4. To understand the legal position and risks of a tenancy at will situation (some aspects may be confidential)

171.5. London Road South land transfer (partial) to East Suffolk Council (confidential)

171.6. Northern coastal and sea wall transfers from East Suffolk Council (confidential)

171.7. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential)

172. Outside bodies

172.1. To appoint a substitute representative to the East Suffolk Community Safety Partnership

172.2. To appoint a representative to the First Light Festival Steering Group

172.3. To appoint a representative to the Lowestoft and District Allotment Association

172.4. To appoint a substitute representative to the Lowestoft and Plaisir Twinning Association

172.5. To consider responding to Suffolk County Council's consultation on shaping the future of library services 2023

172.6. To receive an update on the former Lowestoft Hospital site

173. Date of next meeting

23 January 2024 at 18:30

174. Items for the next agenda and close

175. 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:

175.1. Any matters, including those above as required