

# 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 22 August 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/85714220330>. The meeting can also be observed via YouTube on the following link:

<https://youtu.be/CKf046BiVpA>.

*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

15 August 2023

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 22 August 2023

### AGENDA

#### 70. Welcome

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

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

#### 72. Declarations and dispensations

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

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

#### 73. To consider draft minutes and confidential note of the Full Council meeting on 25 July 2023

#### 74. 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.

#### 75. Finance and Governance

75.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 8 August 2023

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

75.2a. To consider an updated draft of the Reserves Policy

75.3. To consider the installation and funding of Wi-Fi at the Denes Oval

75.4. To give further consideration to the window renovation at Sparrows Nest

75.5. To consider a request from Cllr Parker and any other requests to join the Budget and Loan Sub-Committee

75.6. To receive and consider the following:

75.6a. 2023 – 2024 budget and reserves

75.6b. Any bank reconciliations

75.6c. Payments and income for the month ending 31 July 2023 and August 2023 to date (see schedules)

75.6d. Payments for approval

75.7. To consider the following regarding the redevelopment of the Town Hall:

75.7a. Stage one dry rot risk management survey report

75.7b. Communication between officers, the project team and Full Council going forward, including to review existing delegations, both prior to and following the decision on delivery phase funding

75.8. To consider the following regarding the Marina Theatre:

75.8a. To note the submission of a planning application to East Suffolk Council for planning permission for an addition and internal alterations to the Marina Theatre with the Town Council as applicant

75.8b. The Towns Fund agreement (confidential)

75.9. To consider a grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential)

#### 76. Assets, Inclusion and Development

76.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 7 August 2023

76.2. To consider quotations for a pond aeration device for Fen Park

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76.3. To consider whether to hold a Pride event in 2024

76.4. To determine agenda items for the September quarterly liaison meeting with East Suffolk Council

76.5. To consider the Town Council's relationship to Friends Groups

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

76.7. To consider a request for the Town Council to purchase a piece of land (confidential)

### **77. Planning**

77.1. To receive and note the draft minutes of the Planning Committee meeting on 10 August 2023

### **78. Climate and Ecological Emergency**

78.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 21 August 2023

### **79. Personnel**

79.1. To receive and note the draft minutes of the Personnel Committee meeting on 3 August 2023

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

79.2a. To consider staff terms and conditions (confidential)

### **80. To consider the following regarding leases, licences and procurement (some aspects may be confidential):**

80.1. Licences for the Lowestoft Town Tennis and Cricket Clubs

80.2. An update on legal advice relating to the Lowestoft Kittiwake Partnership Agreement

80.3. The outcome of the East Suffolk Council hearing APP/X3540/X/22/3299754 relating to Certificate of Lawful Use for the Phase 3 site Tingdene North Denes Caravan Site

### **81. Outside bodies**

81.1. To receive the notes of the Lowestoft Place Board meeting on 7 June 2023

### **82. Date of next meeting**

26 September 2023 at 18:30

### **83. Items for the next agenda and close**

### **84. 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:**

84.1. Any matters, including those above as required