

# 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 23 April 2024.

**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/82416564820>. The

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

<https://youtu.be/BGixBhLI9Go>.

*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, Acting Town Clerk and Responsible Financial Officer

16 April 2024

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 23 April 2024

### AGENDA

#### **270. Welcome**

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

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

#### **272. Declarations and dispensations**

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

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

#### **273. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 9 April 2024**

#### **274. 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.

#### **275. Finance and Governance**

275.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 22 April 2024

275.2. To consider any recommendations from the Finance and Governance Committee on the following:

275.2a. The Reserves Policy

275.2b. The year earmarked reserves positions and any transfers required

275.3. To receive and consider the following:

275.3a. 2024 – 2025 budget and reserves

275.3b. Any bank reconciliations

275.3c. Payments and income for the month ending 31 March 2024 and April 2024 to date (see schedules)

275.3d. Payments for approval

275.4. To consider the Asset Register

275.5. To review officer delegations and consider any recommendations from officers on existing delegations.

#### **276. Town Hall Project**

276.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 11 April 2024

276.2. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:

276.2a. To receive and note a progress report from the Project Manager

#### **277. Marina Theatre**

277.1. To receive and note the draft minutes of the Marina Theatre Project Committee meeting on 11 April 2024

277.2. To consider the following in relation to the Marina Theatre Redevelopment Project:

277.2a. To receive and note a progress report from the Project Manager

277.2b. To consider the final draft of the Towns Fund funding agreement and confirm signing arrangements

277.2c. To note the contract for Project Management services with East Suffolk Council

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has been signed

277.3. To consider the legal position on the lease to the Marina Theatre Trust (confidential)

277.4. To note receipt of the party wall survey report regarding the East Suffolk Council Marina Centre/Marina Theatre Box Office building

### **278. Assets, Inclusion and Development**

278.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 8 April 2024

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

278.2a. The approval of quotations for the Britten Road and Pakefield Green play areas (some aspects may be confidential)

### **279. Planning**

279.1. To receive and note the draft minutes of the Planning Committee meeting on 28 March and 11 April 2024

279.2. To consider a request from Cllr Rappensberger to join the Planning Committee

### **280. Climate and Ecological Emergency**

280.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 15 April 2024

280.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:

280.2a. To support the Climate and Ecology Bill

### **281. Personnel**

281.1. To receive and note the draft minutes of the Personnel Committee meeting on 16 April 2024

281.2. To consider a request from Cllr Rappensberger to join the Personnel Committee

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

281.3a. To adopt a permanent Essential Car User Allowance Scheme, with retrospective effect from 1 April 2024 for existing staff identified as essential car users

281.3b. To adopt the Essential Car User Policy

281.4. To consider any interim staffing arrangements (confidential)

281.5. To consider staff terms and conditions for 2024/25 (confidential)

281.6. To consider the policy position on pension payments

### **282. Outside bodies**

282.1a. To consider appointing a representative to attend the meeting between Use Your Voice Lowestoft and Peter Aldous MP at Westminster on 25 April 2024

### **283. To consider the following legal matters (some aspects may be confidential):**

283.1. To consider renewal of an existing tenant's lease (confidential)

283.2. Signing of the lease for Unit 2 (confidential)

283.3. To receive an update report on legal matters (confidential)

### **284. Date of next meeting**

Annual Assembly of the Town – 30 April at 18:00

Annual Meeting of Lowestoft Town Council - 21 May 2024 at 18:30

Full Council Meeting – 28 May 2024 at 18:30 (TBC – subject to consideration of the meeting schedule at the Annual Meeting)

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

# **Lowestoft Town Council**

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**18:30 on 23 April 2024**

**286. 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:**

**286.1. Any matters, including those above as required**