

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 January 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/89398839600>. The

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

<https://youtu.be/t3meabOAMp8>.

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

18 January 2024

Lowestoft Town Council

Full Council Meeting

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

18:30 on 23 January 2024

AGENDA

189. Welcome

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

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

191. Declarations and dispensations

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

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

192. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 17 January 2024

193. 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.

194. To note the resignation of Alan Green (Pakefield Ward) and David Youngman (St Margarets East Ward)

195. Finance and Governance

195.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 16 January 2024

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

195.2a. For information to be supplied for Councillors three working days in advance, to appropriately consider legal and commercial agenda items in confidential session, especially where they are required to make recommendations or decisions

195.2b. To consider costs to repair or replace the emergency lights at the Marina Theatre (confidential)

195.2c. To give delegated authority to the Finance and Governance Committee to set priorities for outstanding legal and licensing matters and make recommendations for progression to Full Council

195.3. To receive and consider the following:

195.3a. 2023 – 2024 budget and reserves

195.3b. Any bank reconciliations

195.3c. Payments and income for the month ending 31 December 2023 and January 2024 to date (see schedules)

195.3d. Payments for approval

195.4. To appoint an additional bank signatory

195.5. To consider a delegation to officers to identify and apply for any suitable grant funding that may help to support the Town Council's events, parks, and climate aspirations

195.6. To consider a delegation to officers in consultation with the Events and Communications Sub-Committee, Parks and Open Spaces Sub-Committee, and Climate and Ecological Emergency Committee to make decisions on acceptance of such funding in the event that applications are successful

195.7. To consider legal advice on whether the Town Council should self-insure against contracting works on land not in its ownership (confidential)

195.8. To receive valuation and Surveyor report to inform Council consideration on potential

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purchase of land (confidential)

196. Town Hall Project

- 196.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 11 January 2024
- 196.2. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:
 - 196.2a. To receive and note a progress report from the Project Manager
 - 196.2b. To update the scheme of delegation within the Town Hall Project Committee Terms of Reference to allow the Committee to create temporary Sub-Committees for the purpose of tender evaluations and any other specific actions that Full Council may deem suitable

197. Marina Theatre

- 197.1. To consider a Memorandum of Understanding between Lowestoft Town Council and East Suffolk Council for Project Management services to deliver the Marina Theatre Project
- 197.2. To consider the procurement process of RIBA 4 to 7 (with a break clause after RIBA 4) for the Marina Theatre Project
- 197.3. To consider options relating to kittiwake deterrent measures on the front of the building, and unforeseen difficulties, challenges, and actions required relating to the ledges on the western elevation

198. Assets, Inclusion and Development

- 198.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 8 January 2024
- 198.2. To receive feedback and any recommendations from a meeting regarding the Tennis Courts Operator Model (some aspects may be confidential)

199. Planning

- 199.1. To receive and note the draft minutes of the Planning Committee meeting on 11 January 2024

200. Climate and Ecological Emergency

- 200.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 15 January 2024
- 200.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 200.2a. Submitting a response to East Suffolk Council's consultation regarding its Refuse and Dog Waste Bin Policy, supporting the document and requesting the inclusion of provision for recycling of items which are not currently recyclable, such as Tetra Pak and blister packs
 - 200.2b. To arrange a public meeting regarding public transport, including an appropriate delegation to officers to progress arrangements

201. Personnel

- 201.1. To appoint the Chair of the Personnel Committee
- 201.2. To receive and note the draft minutes of the Personnel Committee meeting on 4 January 2024
- 201.3. To consider any interim staffing arrangements (confidential)
- 201.4. To consider staff terms and conditions for 2024/25 (confidential)
- 201.5. To consider the legal position on application of the Local Government Pay Award (confidential)
- 201.6. To consider the recruitment of gardeners

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201.7. To progress the specification for an Asset Management Officer role from 1 October 2024

201.8. To consider a recommendation from the Personnel Committee regarding the process for reviewing officer delegations.

201.9. To consider bringing payroll operations in-house from 1 April 2024 (some aspects may be confidential).

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

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

202.2. Legal and other aspects of the relationship with a tenant (confidential)

203. To receive feedback from the Quarterly Liaison Meeting with East Suffolk Council on 9 January 2024 (some aspects may be confidential)

204. Outside bodies

204.1. To consider the arrangements for reporting back to the Council from outside bodies

204.2. To consider submitting an objection to Suffolk County Council on the proposed closure of the Suffolk Archive Branch in Lowestoft

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

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

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

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

204.7. To appoint a substitute representative to the Lowestoft South Pier Ltd Management Committee

204.8. To appoint a substitute representative to the Pakefield Coast Protection Steering Group

204.9. To receive a report of the Place Board meeting on 30 November 2023

204.10. To receive Cllr Ray's report of the First Light Festival Environmental Task Force meeting on 12 December 2023

205. Date of next meeting

27 February 2024 at 18:30

206. Items for the next agenda and close

207. 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:

207.1. Any matters, including those above as required