

# 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 24 October 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/82864306359>. The

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

[https://youtu.be/Dd8Fb4TC\\_U0](https://youtu.be/Dd8Fb4TC_U0).

*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

17 October 2023

# Lowestoft Town Council

## Full Council Meeting

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

18:30 on 24 October 2023

### AGENDA

#### 110. Welcome

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

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

#### 112. Declarations and dispensations

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

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

#### 113. To consider the draft minutes and confidential note of the Full Council meeting on 26 September 2023 and the Extraordinary Full Council meeting on 11 October 2023

#### 114. 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.

#### 115. Finance and Governance

115.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 10 October 2023

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

115.2a. To approve the purchase of a scrape for the Denes Oval, within a maximum budget of £17,000

115.2b. To approve a grant application of £1,665 from Suffolk Wildlife Trust on behalf of the Lowestoft Kittiwake Partnership

115.3. To consider a request from Cllr Rappensberger to join the Finance and Governance Committee

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

115.5. To receive and consider the following:

115.5a. 2023 – 2024 budget and reserves

115.5b. Any bank reconciliations

115.5c. Payments and income for the month ending 30 September 2023 and October 2023 to date (see schedules)

115.5d. Payments for approval

115.6. To consider the Town Council's position on making publicly available YouTube recordings of its meetings for the civic year

115.7. To consider approval of a £15,000 maximum budget for an event to commemorate the 80<sup>th</sup> anniversary of D Day

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

115.8a. To consider a request from Cllr Rappensberger to join the Town Hall Project Board

115.8b. To receive legal advice regarding the legal status and scheme of delegation of the Town Hall Project Board

115.8c. To consider approval of the draft Terms of Reference for the Town Hall Project Board

115.8d. To formally accept The National Lottery Heritage Fund second stage funding of £3,257,512 for the Town Hall regeneration project

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- 115.8e. To receive and note the minutes of the Town Hall Project Board meeting on 12 October 2023
- 115.8f. To receive and note a progress report from the Project Board
- 115.8g. To approve a schedule of works ahead of NLHF Permission to Start being obtained
- 115.8h. To receive an update on the application for a Public Works Loan
- 115.8i. To note that subsidy control for the Town Hall project is now completed
- 115.9. To consider formalising the role of the Heritage Focus Group as a standing community consultee body for the Town Council to liaise with on heritage-related matters, where consultation is required
- 115.10. To consider the following regarding the Marina Theatre:
  - 115.10a. To receive an update on legal advice regarding the Marina Theatre project and funding agreement (confidential)
  - 115.10b. The Towns Fund agreement and budgetary requirement for the RIBA Stage 4 project works (some aspects may be confidential)
  - 115.10c. How to progress the appointment of a Project Manager (some aspects may be confidential)
  - 115.10d. To receive an update on obtaining subsidy control advice (confidential)
  - 115.10e. To receive an update on legal advice regarding the lease (confidential)
- 115.11. To note Lowestoft Town Council has registered with the HMRC as having Opted to Tax
- 115.12. To consider a grounds maintenance report from the Clerk, including spend against budgets (some aspects may be confidential)
- 115.13. To note public comments received regarding the purchase of a piece of land, and to receive an update on progression of sale (some aspects may be confidential)
- 115.14. To consider the Town Council's protocol for the handling of concerns raised by members of the public, including those which are not formal complaints or insurance claims, including those where contractors are acting under commission to the Town Council (some aspects may be confidential)
- 115.15. To consider the setting up of a Lowestoft Town Council Youth Forum

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

- 116.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 2 October 2023
- 116.2. To consider the procurement of the Sparrows Nest toilets, including the configuration the Town Council will put out to tender
- 116.3. To consider an application for Freedom of the Town (confidential)

### **117. Planning**

- 117.1. To receive and note the draft minutes of the Planning Committee meeting on 12 October 2023

### **118. Climate and Ecological Emergency**

- 118.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 16 October 2023
- 118.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
  - 118.2a. To sign a joint Parish Councils letter requesting a visit from the Secretary of State concerning Sizewell C

### **119. Personnel**

- 119.1. To consider requests from Cllrs Parker and Patience to join the Personnel Committee

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

- 120.1. Licences for the Lowestoft Town Tennis and Cricket Clubs (confidential)

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- 120.2. The Lowestoft War Memorial Museum lease (confidential)
- 120.3. To receive an update on progressing a lease for workshop and outdoor storage premises (some aspects may be confidential)
- 120.4. To understand the legal position and risks of a tenancy at will situation (some aspects may be confidential)
- 120.5. London Road South land transfer (partial) to East Suffolk Council (confidential)
- 120.6. Northern coastal and sea wall transfers from East Suffolk Council (confidential)
- 120.7. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential)

### **121. Outside bodies**

- 121.1. To receive and note Cllr Barker's report from the First Light Festival Steering Group meeting on 24 August 2023
- 121.2. To receive and note Cllr Patience's report from the Lowestoft Place Board meeting on 6 September 2023
- 121.3. To receive feedback from the meeting on 4 October regarding the cumulative impact of the proposed energy projects on East Suffolk

### **122. Date of next meeting**

28 November 2023 at 18:30

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

**124. 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:**

- 124.1. Any matters, including those above as required