

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 28 November 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/89313191576>. The

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

<https://youtu.be/2thf2EgJ1w8>.

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

21 November 2023

Lowestoft Town Council

Full Council Meeting

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

18:30 on 28 November 2023

AGENDA

135. Welcome

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

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

137. Declarations and dispensations

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

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

138. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 7 November 2023

139. 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.

140. Finance and Governance

140.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 14 November 2023

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

140.2a. For Chairs of Committees and Sub-Committees to circulate draft meeting agendas to their members for input

140.2b. For any non-confidential items which have to be deferred due to insufficient time to be prioritised on the following agenda, and an Extraordinary Meeting convened if the item has to be deferred more than once due to time constraints (would apply to all Committees and Sub-Committees)

140.2c. To commission a report for a renovation programme for the Denes Oval pavilion and toilets, and delegate authority to the Denes Oval Working Group to produce a specification for the report upon receipt of the condition survey report

140.2d. To proceed with the following regarding the cost implications and development of land for 2024 – 2025 (confidential):

140.2di. Consider financial viability of the venture

140.2dii. Seek an independent valuation

140.2diii. Go out for public consultation upon completion of due diligence

140.2div. Act on legal advice received

140.3. To receive and consider the following:

140.3a. 2023 – 2024 budget and reserves

140.3b. Any bank reconciliations

140.3c. Payments and income for the month ending 31 October 2023 and November 2023 to date (see schedules)

140.3d. Payments for approval

140.4. To note the Local Government Services Pay Agreement for 2023/24 and that this has been applied, backdated, from 1 April 2023, and to note the application of the revised Real Living Wage

140.5. To note the 2024 – 2025 Council Tax base

140.6. To consider whether to produce a leaflet to accompany the 2024 - 2025 Council Tax bill

140.7. To consider the draft agenda and attendees for the Quarterly Liaison Meeting with East

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Suffolk Council on 13 December 2023

- 140.8. To consider the following regarding the Marina Theatre:
 - 140.8a. To receive an update on legal advice and progress with the development project, Towns Fund Agreement and lease (confidential)
- 140.9. To consider the Town Council's position on making publicly available YouTube recordings of its meetings for the civic year
- 140.10. To consider maintenance of order in meetings, respect and civility, safe participation by all, and the application of Standing Orders
- 140.11. To consider the interaction between Councillors and staff, different roles and responsibilities, checks and balances, and respect and civility (some aspects may be confidential)
- 140.12. To consider what information should be supplied for Councillors to appropriately consider legal and commercial agenda items in confidential session, especially where they are required to make recommendations or decisions
- 140.13. 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)
- 140.14. To consider whether the Town Council should self-insure against contracting works on land not in its ownership (confidential)

141. Town Hall Project

- 141.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 16 November 2023
- 141.2. To consider the following recommendations from the Town Hall Project Committee:
 - 141.2a. To approve the amended Terms of Reference
 - 141.2b. To consider roles and responsibilities for the Town Hall delivery project
 - 141.2c. To consider whether further delegations are needed in respect of works prior to Permission To Start, including the enabling contract, any recommended tender documents, construction design management and the Project Plan and contract with the Registry Office
- 141.3. To consider the following regarding the delivery stage of the redevelopment of the Town Hall:
 - 141.3a. To receive and note a progress report from the Project Manager
 - 141.3b. To approve an application for a Public Works Loan
 - 141.3c. To formally accept East Suffolk Council's contribution of £900,000 towards the project
 - 141.3d. To receive an update regarding procurement of a Quantity Surveyor/ Cost Consultant and a Contracts Administrator
 - 141.3e. To receive an update on the Towns Fund agreement completion and agree signing arrangements
 - 141.3f. A quotation for additional opening up/degradation arrest works, to the value of £22,500 plus VAT
 - 141.3g. Giving approval to include PV panels in the design and approval for grant funding to be sought for these.

142. Assets, Inclusion and Development

- 142.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 6 November 2023
- 142.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 142.2a. To set up a Lowestoft Town Council Youth Forum, to report directly to Full Council
 - 142.2b. To ring-fence a maximum budget of £15,000 for refurbishment and compliance

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works for two existing stalls at the Triangle Market, and for an additional sum of £5,000 to be made available as an annual budget

142.3. To consider the procurement of the Sparrows Nest toilets refurbishment, including the configuration the Town Council will put out to tender

143. Planning

143.1. To receive and note the draft minutes of the Planning Committee meetings on 26 October and 9 November 2023

144. Climate and Ecological Emergency

144.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 20 November 2023

144.2. To consider a request from Cllr Parker to join the Climate and Ecological Emergency Committee

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

144.3a. To sign the pledge for Plastic Free Communities, as the community lead

144.3b. To hold two meetings per year with three other Parish Councils in the Lowestoft area to discuss matters of mutual interest

144.4. To appoint Councillors to review the first month trial of the bulky waste collection service

145. Personnel

145.1. To receive and note the draft minutes of the Personnel Committee meeting on 23 November 2023

145.2. To consider any recommendations from the Personnel Committee regarding the following:

145.2a. Recruitment

145.2b. Resourcing for asset management

145.2c. Terms and conditions of staff (confidential)

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

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

146.2. The Lowestoft War Memorial Museum lease (confidential)

146.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential)

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

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

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

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

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

147. Outside bodies

147.1. To consider the Town Council's role on the Lowestoft Place Board

147.2. To appoint a representative to the Heritage Action Zone Steering Group and Heritage Champions, High Street HAZ and Seafront Masterplan and London Road Lowestoft High Street HAZ

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

148. Date of next meeting

19 December 2023 at 18:30

149. Items for the next agenda and close

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- 150. 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:**
- 150.1. Any matters, including those above as required**