

Lowestoft Town Council Town Hall Project Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Town Hall Project Committee of Lowestoft Town Council, which will be held at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE** at 10:00 on Thursday 14 March 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/84773772051>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/OgYeXlR6b 4>.

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

.....
Sarah Foote, Acting Town Clerk
7 March 2024

Lowestoft Town Council
Meeting of the Town Hall Project Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 14 March 2024

AGENDA

61. Welcome

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

62. To receive and consider approval of apologies for absence

63. Declarations of Interests and dispensations

63.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors and members on items on the agenda

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

64. To consider the draft minutes of the meeting on 15 February 2023

65. 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.

66. Finance, budget monitoring and payments (see report):

66.1. To note and consider income and expenditure, including:

66.2. To monitor the budget

66.3. To consider any payments for approval

66.4. To consider reporting requirements for the NLHF and Towns Fund

67. Town Hall Project Tender Evaluation Sub-Committee:

67.1. To receive and note the draft minutes and confidential note of the Town Hall Project Tender Evaluation Sub-Committee on 15 February

68. To consider the appointment of a Procurement Consultant (some aspects may be confidential)

69. To appoint a shortlist and interview panel for the role of Heritage Manager

70. To consider a contract for the Contract Administration

71. To consider a report from the Project Manager, including progress with the following:

71.1. Review the programme plan

71.2. A timetable for procurement of the Main Building Contract

71.3. Engagement events for possible contractors

71.4. The boundary agreement and process of registering with the Land Registry

72. To receive a list of planned actions from the Project Manager to be authorised for progression

73. To receive an update on the Heads of Terms for the Registrars, including consideration of the rent appraisal (some aspects may be confidential)

74. To consider appointing a member of the public to this Committee and making a recommendation to Full Council to approve the change to the Terms of Reference

Lowestoft Town Council
Meeting of the Town Hall Project Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 14 March 2024

75. To review the updated risk register

76. To consider any recommendations to Full Council

77. **Date of the next meeting**

Thursday 11 April 2024 – 10:00

78. **Items for the next agenda and close**

79. **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 issues relating to the matters on this agenda:**

79.1. To consider any legal issues, including those above as required