

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 July 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/83701694534>. The

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

<https://youtu.be/V3vAYUxEnaE>.

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.

S. L. Foote

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Sarah Foote, Acting Town Clerk and Responsible Financial Officer
17 July 2024

Lowestoft Town Council

Full Council Meeting

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

18:30 on 23 July 2024

AGENDA

65. Welcome

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

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

67. Declarations and dispensations

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

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

68. To consider the draft minutes and confidential note of the Extraordinary Full Council meeting on 2 July 2024

69. 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.

70. Finance and Governance

70.1. To consider a grant application from the Lowestoft North Cliff Community Garden CIO and The Conservation Volunteers for £15,000, including to consider options following the receipt of legal advice (some aspects may be confidential)

70.2. To consider adoption of the new Model Financial Regulations

70.3. To receive and consider the following:

70.3a. 2024 – 2025 budget and reserves

70.3b. Any bank reconciliations

70.3c. Payments and income for the month ending 30 June 2024 and July 2024 to date (see schedules)

70.3d. Payments for approval

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

70.4a. The Committee's meeting schedule

70.4b. Contact Jess Asato MP to request representation be made in central government regarding food relief in Lowestoft

70.4c. To continue with the election of chairs of Committees at the Annual General Meeting of the council

71. Town Hall Project

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

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

71.2a. To receive and note a progress report from the Project Manager

72. Marina Theatre

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

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

72.2a. To receive and note a progress report from the Project Manager

72.3. To note progress on procuring quotations for new heating system

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73. Assets, Inclusion and Development

- 73.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 1 July 2024
- 73.2. To consider the prospective sale of ancient woodland at Foxburrow Woods, including any options available to the Town Council

74. Planning

- 74.1. To receive and note the draft minutes of the Planning Committee meetings on 27 June and 11 July 2024
- 74.2. To approve the formation of the Neighbourhood Development Plan Sub-Committee and note date of the first meeting as Tuesday 13th August 18:45

75. Personnel

- 75.1. To receive and note the draft minutes of the Personnel Committee meeting on 3 July 2024
- 75.2. To note any matters relating to staff absence (confidential)
- 75.3. To consider staff terms and conditions for 2024/25 (confidential)

76. Climate and Ecological Emergency

- 76.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 15 July 2024
- 76.2. To consider the following recommendations from the Climate and Ecological Emergency Committee:
 - 76.2a. Support to explore the possibilities regarding the implementation of 20 mph in Lowestoft

77. Outside bodies

- 77.1. To receive feedback from the East Suffolk Council Quarterly Liaison Meeting on 8 July 2024 and consider any actions for the Town Council

78. To consider the following legal matters (confidential):

- 78.1. An update report on legal matters
- 78.2. To note completion of land transfer matters for the following:
 - 78.2a. Whitton Green

79. Date of next meeting

27 August 2024 at 18:30

80. Items for the next agenda and close

81. 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:

- 81.1. Any matters, including those above as required