

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 25 June 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/83886615737>. The

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

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

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

.....
Sarah Foote, Acting Town Clerk and Responsible Financial Officer
18 June 2024

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 June 2024

AGENDA

39. Welcome

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

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

41. Declarations and dispensations

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

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

42. To consider the draft minutes and confidential note of the Full Council meeting on 30 May and the confidential note of the Full Council meeting on 9 April 2024

43. 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.

44. Finance and Governance

44.1. To receive and note the draft minutes of the Finance and Governance Committee meeting on 24 June 2024

44.2. To consider any recommendations from the Finance and Governance Committee on the following:

44.2a. The Committee's meeting schedule

44.2b. Terms of Reference, delegations and expenditure limits

44.2c. Sponsorship opportunities with the International Boatbuilding Training College

44.2d. A grant application from the Lowestoft North Cliff Community Garden CIO and The Conservation Volunteers for £15,000

44.2e. A partnership arrangement with Ventura Cottage regarding a bid to the National Archives

44.2f. A quotation for licences to install Microsoft Office on Councillor laptops

44.3. To consider appointing substitute members to the Finance and Governance Committee

44.4. To receive and consider the following:

44.4a. 2024 – 2025 budget and reserves

44.4b. Any bank reconciliations

44.4c. Payments and income for the month ending 31 May 2024 and June 2024 to date (see schedules)

44.4d. Payments for approval

44.5. To consider any audit matters including the following:

44.5a. To note receipt of the internal audit report

44.5b. To note the internal control review completed on 28 May 2024

44.5c. To consider the Annual Governance and Accountability Return (AGAR) for 2023 – 2024 and associated papers and processes for external audit, including:

44.5ci. To approve the Annual Governance Statement (Section 1 AGAR)

44.5cii. To approve the Accounting Statement (Section 2 AGAR) and note the associated papers, including statement of significant variances and bank reconciliation

45. Town Hall Project

45.1. To receive and note the draft minutes of the Town Hall Project Committee meeting on 5

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 June 2024

June 2024

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

45.2a. To receive and note a progress report from the Project Manager

45.2b. To note proposed charges for siting of compound (confidential)

46. Marina Theatre

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

46.1a. To receive and note a progress report from the Project Manager

46.1b. To approve the communications plan

46.2. To consider costs for temporary heating solution from October 2024 to April 2025

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

47. Assets, Inclusion and Development

47.1. To receive and note the draft minutes of the Assets, Inclusion and Development Committee meeting on 3 June 2024

47.2. To consider the following recommendations from the Assets, Inclusion and Development Committee:

47.2a. To adopt the Terms of Reference of the Assets, Inclusion and Development Committee

47.2b. For the meeting schedule, delegations and expenditure limit of the Committee to remain the same, following the Committee's review of its Terms of Reference

47.3. To consider the prospective sale of ancient woodland at Foxburrow Woods, including any options available to the Town Council

48. Planning

48.1. To receive and note the draft minutes of the Planning Committee meeting on 13 June 2024

48.2. To consider the following recommendations from the Planning Committee:

48.2a. To adopt the Terms of Reference of the Planning Committee

48.2b. For the meeting schedule and delegations of the Committee to remain the same, following the Committee's review of its Terms of Reference

49. Personnel

49.1. To receive and note the draft minutes of the Personnel Committee meeting on 6 June 2024

49.2. To consider the following recommendations from the Personnel Committee:

49.2a. To adopt the Terms of Reference of the Personnel Committee

49.2b. For the meeting schedule, delegations and expenditure limit of the Committee to remain the same, following the Committee's review of its Terms of Reference

49.3. To note any matters relating to staff absence (confidential)

49.4. To consider staff terms and conditions for 2024/25 (confidential)

50. Climate and Ecological Emergency

50.1. To receive and note the draft minutes of the Climate and Ecological Emergency Committee meeting on 17 June 2024

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

50.2a. To adopt the Terms of Reference, with an amendment that there be no fixed number of non-Councillor members on the Committee, but the number of non-Councillor members in attendance at a meeting shall not exceed the number of Councillors

50.2b. For the meeting schedule, delegations and expenditure limit of the Committee to remain the same, following the Committee's review of its Terms of Reference

Lowestoft Town Council

Full Council Meeting

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

18:30 on 25 June 2024

50.2c. To send a strong response to Suffolk County and East Suffolk Councils regarding the widespread use of glyphosate

50.2d. To approve the statement and questions for a public transport survey

51. Outside bodies

51.1. To note correspondence from the Suffolk Archives regarding the closure of the Lowestoft branch

51.2. To consider the draft agenda for the East Suffolk Council Quarterly Liaison Meeting on 8 July 2024 and appoint Town Council representatives to attend

52. Date of next meeting

Extraordinary Full Council meeting 2 July 2024 at 18:30

23 July 2024 at 18:30

53. Items for the next agenda and close

54. 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:

54.1. Any matters, including those above as required