

# Lowestoft Town Council Town Hall Project Committee

## For the attention of all Committee Members

You are summoned to attend an Extraordinary 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 Wednesday 5 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/83882442255>. The meeting can also be observed via YouTube on the following link: [https://youtu.be/PAPr\\_QMzTA0](https://youtu.be/PAPr_QMzTA0).

*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.

*N Begum*

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Nasima Begum, Chair  
28 May 2024

**Lowestoft Town Council**  
**Extraordinary Meeting of the Town Hall Project Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:00 on 5 June 2024**

**AGENDA**

- 1. Welcome**  
To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.
- 2. To receive and consider approval of apologies for absence**
- 3. Declarations of Interests and dispensations**
  - 3.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests from Councillors and members on items on the agenda
  - 3.2. To consider written requests for dispensations for interests and note dispensations granted
- 4. To consider the draft minutes of the meeting on 9 May 2024**
- 5. 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.
- 6. To review and adopt Committee arrangements:**
  - 6.1. To note the membership of the Town Hall Project Committee
  - 6.2. To appoint the Deputy Chair of the Town Hall Project Committee
  - 6.3. To note the Terms of Reference
  - 6.4. To agree the meeting schedule
  - 6.5. To review the delegations of this Committee
- 7. Tow Hall Project Tender Evaluation Sub-Committee**
  - 7.1. To review and adopt Town Hall Project Tender Evaluation Sub-Committee arrangements, including the following:
    - 7.1a. To consider composition
    - 7.1b. To review and consider adoption of the Terms of Reference
    - 7.1c. To agree the meeting schedule
    - 7.1d. To review the delegations of the Sub-Committee
- 8. To receive and approve the main construction contract tender including scoring mechanisms and the recommended price/quality ratio.**
- 9. To receive an update report from the Project Manager, including the following:**
  - 9.1. The boundary agreement and process of registering with the Land Registry
  - 9.2. The siting of a compound on East Suffolk owned land at the rear of the Town Hall
  - 9.3. The risk register  
and
  - 9.4. Any planned actions to be authorised for progression
- 10. Finance, budget monitoring and payments (see report):**
  - 10.1. To note and consider income and expenditure, including:
    - 10.1a. To monitor the budget
    - 10.1b. To consider any payments for approval
- 11. To note legal advice received regarding the contract for Contract Administration (confidential)**

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**10:00 on 5 June 2024**

- 12. To receive an update on the Heads of Terms for the Registrars, including consideration of the rent appraisal (some aspects may be confidential)**
- 13. To consider the recruitment of the Heritage Trainee**
- 14. To consider any recommendations to Full Council**
- 15. To note the date of the next NLHF review meeting as 29<sup>th</sup> July 2024**
- 16. Date of the next meeting**  
Thursday 11<sup>th</sup> July 2024 – 10:00 – To be confirmed
- 17. Items for the next agenda and close**
- 18. 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:**
  - 18.1. To consider any legal issues, including those above as required**