

Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Finance and Governance Committee at **Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ as specified in the attached agenda.**

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items.

Councillors must register relevant interests and also 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 a **disclosable pecuniary interest** in a matter on the Agenda cannot take part or vote on that matter, 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.

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Shona Bendix, Clerk
18 April 2018

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
14:00 on 24 April 2018

AGENDA

252. Welcome

To welcome to meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

253. To receive and consider acceptance of apologies for absence

254. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

255. To consider the accuracy of the Minutes:

- a) 20 March 2018

256. Public Forum

An opportunity for the public to make comments on any matters on this agenda.

257. To consider the following Governance issues:

- 257.a Standing Orders
- 257.b Safeguarding
- 257.c Lone working

258. To note progress with banking arrangements

259. Risk management and compliance

- 259.a Insurance
- 259.b Contract Key Performance Indicators
- 259.c Condition Surveys
- 259.d Compliance (including recommendation from the Implementation Committee for a budget to be agreed to be used in the event of a Legionella outbreak, or rectify an issue uncovered by the routine monitoring of Legionella)

260. To consider audit

- 260.a Internal controls
- 260.b Internal audit
- 260.c External audit

261. Payments – in related to associated schedules:

- 261.a To note payments made under delegated authority
- 261.bi To consider payments for authorisation, including £10,000 for deposit number one for office costs at Hamilton House (and to consider related Heads of Terms).
- 261.bii To consider Neighbourhood Planning Consultancy expenses of up to £200
- 261.biii To consider ICO Data Protection Registration £35 (no VAT)
- 261.biv To consider Suffolk Association of Local Councils subscription £3,365.04 (no VAT)

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261.bv To consider Legionella monitoring equipment costs of £137.50 plus UKAS calibration of £80 per annum (two sets)

261.bvi To consider online compliance software of up to £500 per annum

261.c To note payments processed

262. To consider the following items relating to income:

262.a Receipts

262.b Community Infrastructure Levy and S.106 payments

262.c To receive any updates on any funding streams affecting Council assets

262.d Radioactive Waste Geological Disposal Facility

263. To note the accounts information for the end of the financial year 2017 - 18

264. To monitor the budget for 2018-19 and note any bank reconciliations

265. To consider other budgetary matters

265.a Planned maintenance

265.b Capital programme

265.c CCTV

265.d Sale of land at Uplands

265.e Commemorative plaques

266. Date of the next meeting

22 May 2018 14:00

267. Items for the next Agenda

268. 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.