

# 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 **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE 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. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they 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 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.

*S S Bendix*

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Shona Bendix, Clerk  
27 September 2018

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**17:30 on 11 October 2018**

**AGENDA**

**349. Welcome**

To welcome the 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.

**350. To receive and consider acceptance of apologies for absence**

**351. Declarations of Interests and dispensations**

351.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from councillors on items on the Agenda

351.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests

**352. To consider the accuracy of the Minutes:**

21 August 2018

**353. Public Forum**

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

**354. To note the 2018-19 meeting schedule and composition of the Committee**

**354. To consider risk management and compliance, including the following:**

354.1 Compliance

354.2 Condition Surveys

354.3 Insurance

**355. To consider the following Governance issues:**

355.1 To consider amendments made to the following policies, as recommended by the Personnel Committee:

355.1a The Equality and Diversity Policy

355.1b The Complaints Procedure

355.1c The Member Officer Protocol

355.1d The Grievance Procedure

355.1e The Disciplinary Procedure and Rules

355.1f The Training and Development Policy

355.2 To consider any policies or procedures for review or adoption, including:

355.2a A Recycling Policy

355.2b The Reserves Policy

355.2c The Investment Policy

355.2d A Lone Working Policy

355.2e A Safeguarding Policy

355.2f The Data Retention Policy

355.2g The Data Protection Policy

355.2h The Social Media Policy

355.2i The Media Policy

355.2j The Health and Safety Policy

355.2k The Incident Reporting Procedure and associated forms

355.2l An Anti-Bullying and Harassment Policy

355.2m A Whistleblowing Policy

**356. To note any updates on banking**

**357. Audit**

357.1 To consider the interim internal audit report and the action plan recommended by the RFO

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357.2 To consider the external audit report

**358. Budget**

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

358.2 To consider progress with developing the 2019-20 budget

**359. Payments:**

359.1 To note any payments made (schedule)

359.2 To consider any payments for authorisation, including:

359.2a The following potential additional expenditure relating to Hamilton House

359.2ai £695 (+ VAT) for alteration work to the 'Ness Point' breakout area

359.2aii Two CCTV monitors, at a cost of £240 (+ VAT) each

359.2aiii Radar keys and associated lock mechanisms, within an overall maximum budget of £150 (+ VAT)

359.2aiv Additional expenditure of £200 (+ VAT) to install the window graphics over the top of the mullions

359.2av Meeting room bookings and associated fees

359.2b Any other payments (schedule)

359.3 To consider any grant applications, including:

359.3a Lowestoft Community Church's Conversational English Group for £910

359.4 To consider the overview of expenditure under the grants budget

359.5 To consider the overtime rate for civic events, including the Maritime event on 7 October and Remembrance Sunday on 11 November, as recommended by the Personnel Committee

359.6 To consider additional expenditure for the ICO registration to include CCTV, and to note that ICO registration has been secured for all Councillors

359.7 To consider the expenditure of £432 (+VAT) for sample analysis of presumed asbestos containing materials, at sites in Lowestoft Town Council's portfolio

**360. To consider the following matters with regard to the budget for 2019-20**

360.1 Working with Pathways Care Farm to decide which seeds and mother plants the Council would like for 2019-20

360.2 The Events and Communications Sub-Committee and previously agreed budget of £10,000 (using virement), to look at leaflets and advertising material, including to consider whether an information leaflet for Lowestoft should be produced

360.3 Lowestoft Town Council's involvement with organising and funding the commemoration of Holocaust Memorial Day 2019

360.4 To consider the invitation to join Lowestoft Rising in April 2019 and the associated cost of £15,000

**361. To consider the following items relating to income:**

361.1 Receipts

361.2 CiL and S.106 payments

361.3 To receive any updates on any financial funding streams affecting Council assets

361.4 Capital programme

361.5 Management of the Historic England grant for the Town Hall

**362. To consider any update regarding the provision of Christmas lights in Lowestoft**

**363. To consider any financial implications from the community survey**

**364. To consider any progress with the lease for the first floor of Hamilton House and to consider the spreadsheet on rent and capital payments**

**365. To consider the Waveney Norse Supplemental Agreement**

# **Lowestoft Town Council**

## **Meeting of the Finance and Governance Committee**

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

**17:30 on 11 October 2018**

**366. To note that the Heritage Zone's Project Manager will be working from Lowestoft Town Council's offices every Tuesday from 2 October**

**367. To note progress with legal advice regarding the Deed of Covenant relating to the North Denes**

**368. To consider a draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park")**

**369. To consider revised guidance from Suffolk Highways to apply for a grit bin**

**370. To note that Waveney District Council will be developing on an Economic Plan for Lowestoft**

**371. To consider other financial matters including**

371.1 Planned maintenance

371.2 Sale of land at Uplands

371.3 Commemorative plaques

371.4 Arnold's Bequest, including to consider setting up a bank account and governance arrangements

371.5 Cotman Close Play Area

371.6 Normanston Park – Allotments and Skate Park Agreement

371.7 Centenary Installation at Belle Vue Park

371.8 The outcome of the consultation regarding civic artefacts

**372. Date of the next meeting**

8 November 2018 18:00

**373. Items for the next Agenda**

**374. 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, including:**

374.1 Any employment matters

374.2 Any legal matters