

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.

SS Bendix

.....
Shona Bendix, Clerk
20 June 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 26 June 2018

AGENDA

287. 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.

288. To receive and consider acceptance of apologies for absence

289. 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

290. To consider the accuracy of the Minutes:

- a) 22 May 2018

291. Public Forum

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

292. Risk management and compliance

292.a Compliance, including a presentation from the Facilities and Contracts Manager regarding condition surveys and Key Performance Indicators

292.b Condition Surveys

292.c Insurance

293. To consider attendance at the National Association of Local Councils' Annual Conference in Milton Keynes 30-31 October 2018

294. To review and adopt delegated authority, committee and agency arrangements

294.a To note the review of Lowestoft Town Council's policies and procedures

294.b To review Sub-Committees and Working Groups, scope, composition and any delegations

294.c To review and adopt delegated authority arrangements

294.d Section 113 arrangements for the provision of services by staff working for Waveney District Council

295. To note progress with banking arrangements

296. To consider the external audit

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

298. Payments – in related to associated schedules:

298.a To note payments made under delegated authority

298.b To consider any payments for authorisation

298.c To consider grant applications, including the following:

298.ci Heritage Open Days (Lowestoft) – Steering Group (up to £500)

298.d To consider other applications for funding, including the following:

298.di Up to £1,000 to support the Plaisir Twinning Association with a civic occasion

298.e To note payments processed

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 26 June 2018

299. To consider any income

300. To consider any progress with plans and lease for the first floor of Hamilton House, including the following:

300.1 The Heads of Terms

300.2 Office fittings and resources up to £5,000

301. To consider submitting an application to Waveney District Council for five staff car parking spaces in the Battery Green Road or Whapload Road car parks

302. To consider other financial matters

302.a To consider cost of repair work at Denes Oval Tennis Court

302.b Planned maintenance

302.c CCTV, including the following matters raised during the CCTV Committee Meeting 18 June 2018:

302.ci To consider whether or not to move two cameras from the Great Eastern Linear Park to the town centre, at a cost of £800 (+VAT)

302.cii To consider whether or not to make a recommendation to Full Council to fund five new CCTV cameras at the Great Eastern Linear Park, at a cost of up to £25,000

302.ciii To consider a recommendation from the CCTV Committee that a budget for CCTV camera replacement in future years is set as part of the budget agreement process

302.d Sale of land at Uplands

302.e Commemorative plaques

302.f Arnold's Bequest

302.g Cotman Close Play Area

302.h Normanston Park Allotments

302.i Centenary Installation at Belle Vue Park

303. To note progress with the survey

304. Date of the next meeting

24 July 2018 14:00 (venue to be confirmed)

305. Items for the next Agenda

306. 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