

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
2 November 2018

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 8 November 2018

AGENDA

375. 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.

376. To receive and consider acceptance of apologies for absence

377. Declarations of Interests and dispensations

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

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

378. To consider the accuracy of the Minutes:

11 October 2018

379. Public Forum

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

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

380.1 Compliance

380.2 Condition Surveys

380.3 Insurance

381. To note any updates on banking

382. Budget

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

382.2 To consider progress with developing the 2019-20 budget

383. Payments:

383.1 To note any payments made (schedule)

383.2 To consider any payments for authorisation

383.3 Any other payments (schedule)

383.4 To consider any grant applications, including:

383.4a 8th Lowestoft Girl Guides for £740

383.4b 8th Lowestoft Girl Guides for £300

383.4c DIAL Lowestoft and Waveney for £2,000

383.4d Lowestoft Shopmobility for £500

383.5 To consider the overview of expenditure under the grants budget

384. To consider the following items relating to income:

384.1 Receipts

384.2 CiL and S.106 payments

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

384.4 Capital programme

384.5 Management of the Historic England grant for the Town Hall

385. To consider any progress with the lease for the first floor of Hamilton House

386. To consider the Waveney Norse Supplemental Agreement

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

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388. To consider other financial matters including

388.1 Planned maintenance

388.2 Sale of land at Uplands

388.3 Commemorative plaques

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

388.5 Cotman Close Play Area

388.6 Normanston Park Allotments

388.7 A review of all fees and charges

388.8 A report regarding adult outdoor gym equipment

388.9 Petty cash cheques

388.10 To note that the final cost of the Hamilton House window graphics has been reduced by £100

388.11 Budget and delegates for the NALC Spring Conference on 11 February 2019

389. Date of the next meeting

13 December 2018 18:00

390. Items for the next Agenda

391. 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:

391.1 Any employment matters

391.2 Any legal matters