

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
20 December 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 10 January 2019

AGENDA

408. 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.

409. To receive and consider acceptance of apologies for absence

410. Declarations of Interests and dispensations

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

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

411. To consider the accuracy of the Minutes:

13 December 2018

412. Public Forum

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

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

413.1 Compliance

413.2 Condition Surveys

414. To note any updates on banking

415. Budget:

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

415.2 To consider progress with the 2019-20 budget

415.3 To consider progress with the Council decision on a loan for capital works, including for the Marina Theatre, Town Hall and Denes Oval

416. Payments:

416.1 To note any payments made (schedule)

416.2 To consider any payments for authorisation

416.3 Any other payments (schedule)

416.4 To note the petty cash log:

Amount	Details	Income/Expenditure	Balance
£180	Payments from Waveney Norse re leisure fees	Income	£180
£16.75	25 first class stamps	Expenditure	£163.25

416.5 To consider any grant applications, including:

416.5a Allsorts Support Services CIC and Allsorts Community for £2,000

417. To consider the following items relating to income:

417.1 Receipts

417.2 CiL and S.106 payments

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

417.4 Capital programme

417.5 Management of the Historic England grant for the Town Hall

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

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419. Legal:

- 419.1 To receive an update on any relevant legal issues (confidential)
- 419.2 To consider the budgetary implications of the 2019/20 Waveney Norse contract (confidential)
- 419.3 To consider the CCTV contract with Waveney Norse (confidential)
- 419.4 To consider a lease for the Lowestoft Tennis Association and other clubs (confidential)

420. To consider other financial matters including

- 420.1 Planned and urgent works on assets
- 420.2 Commemorative plaques
- 420.3 A report regarding adult outdoor gym equipment
- 420.4 Further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account

421. Date of the next meeting

12 February 2019 18:00

422. Items for the next Agenda

423. 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:

- 423.1 Any employment matters
- 423.2 Any legal matters, including those listed with item **419** above