

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.

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Shona Bendix, Clerk
7 March 2019

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 7 March 2019

AGENDA

444. 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.

445. To receive and consider acceptance of apologies for absence

446. Declarations of Interests and dispensations

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

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

447. To consider the accuracy of the Minutes:

12 February 2019

448. Public Forum

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

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

449.1 Compliance

449.2 Condition Surveys

450. To note any updates on banking

450.1 To confirm the arrangements for credit cards

451. Budget:

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

451.2 To consider any updates regarding the 2019-20 budget

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

451.4 To note the Order of Costs and Priority Table from the Marina Theatre Condition Survey Report

452. Payments:

452.1 To note any payments made (schedule)

452.2 To consider any payments for authorisation (schedule), including the following:

452.2a A recommendation from the Assets, Inclusion and Development Committee for maximum expenditure of £250 from 2018-19 Parks budget to purchase two rowans, two hazels and one silver birch to plant in between the existing trees of the Commonwealth Canopy at Clarkes Lane

452.2b Maximum expenditure of £210 for the purchase of seven traffic cones for Hamilton House

452.3 Any other payments (schedule)

452.4 To note the petty cash log (schedule)

452.5 To consider any grant applications, including:

452.5a Lowestoft in Bloom for £216.95

452.6 To consider a review of the Grant Awarding Policy

453. To consider the following items relating to income:

453.1 Receipts

453.2 CiL and S.106 payments

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

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453.4 Capital programme

453.5 Management of the Historic England grant for the Town Hall

453.6 Any updates regarding leisure fees for 2019 – 20, following the consideration of Full Council

455. Audit

455.1 To note progress with preparations for the external audit

456. Legal:

456.1 To receive an update on any relevant legal issues (confidential)

456.2 To consider the budgetary implications of the 2019/20 Waveney Norse contract (confidential)

456.3 To consider the CCTV contract with Waveney Norse (confidential)

456.4 To consider a lease for the Lowestoft Tennis Association and other clubs (confidential)

456.5 To consider any progress with the lease for the first floor of Hamilton House (confidential)

457. To consider other financial matters including

457.1 Planned and urgent works on assets

457.2 Commemorative plaques

457.3 A policy for tablets for Councillors

457.4 Rent reviews and costs of surveyors

458. Date of the next meeting

459. Items for the next Agenda

460. 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:

460.1 Any employment matters

460.2 Any legal matters, including those listed with item **456** above