

# 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.

*S S Bendix*

.....  
Shona Bendix, Clerk  
18 July 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 24 July 2018**

**AGENDA**

**307. 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.

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

**309. Declarations of Interests and dispensations**

309.a To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda

309.b To note written requests and grants of dispensations for Disclosable Pecuniary Interests

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

26 June 2018

**311. Public Forum**

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

**312. Risk management and compliance**

312.a Compliance, including to note compliance costs and that the Clerk and Deputy Clerk have successfully completed Legionella Management Responsible Persons Training

312.b Condition Surveys – including to note any progress and findings in relation to the Marina Theatre, Town Hall and other assets

312.c Insurance, including to note that the Marina Theatre Box Office building has transferred to the Council and that insurance is secured

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

313.a To consider a protocol and charges for the hiring of rooms at Hamilton House

313.b To consider any policies or procedures for review or adoption, including a Recycling Policy

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

**315. To consider the external audit report, if received**

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

**317. Payments:**

317.a To note/consider payments made or to be considered for authorisation under delegated authority including:

i) The draft supplemental agreement for the provision of theatre management services by the Marina Theatre Trust, which would result in a further £75,000 being payable

317.b To consider any payments for authorisation including:

i) Quickcom for purchase of compliance WEB software and databases £1000 + £200 VAT

ii) An agreement with East Coast Community Healthcare to run the software at 317.b) and related domain at a cost of £200 per annum

iii) £125 x 7 = for one night hotel accommodation covering 7 delegates at NALC conference

317.c To note payments processed

317.d To consider the quotation for remedial works to the ponds on Gainsborough Drive and Uplands Road North

317.e To consider any grant applications, including:

i) Lowestoft Art Group for funding of £1275

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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

14:00 on 24 July 2018

ii) GritFest for funding of up to £1,500

317.f To consider the outcome of a meeting with WDC on their request for payment for the £150,000 paid by them to Marina Theatre Trust in 2017-18

317.g To consider arrangements for payment of rent by the Marina Theatre Trust

317.h To consider legal costs for the Marina Theatre Box Office building

317.i To consider a draft supplemental agreement which relates to the transfer to the Town Council of a Joint Venture Agreement between the original parties of WDC and Waveney Norse

### **318. To consider the following items relating to income:**

318.a Receipts

318.b CiL and S.106 payments

318.c To receive any updates on any financial funding streams affecting Council assets

318.d Capital programme

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

### **320. To consider any progress with plans and lease for the first floor of Hamilton House including contractual and costs matters relating to services such as cleaning and IT and any contract variations**

### **321. To explore options for funding five new CCTV cameras at the Great Eastern Linear Park, at a cost of up to £25,000**

### **322. To consider signing a Memorandum of Understanding with East Coast College for work they are to undertake with Lowestoft Town Council**

### **323. To consider signing the agreement for the management of coastal erosion and flood risk works**

### **324. To consider whether or not to renew the agreement with The Bugle for a Council information page**

### **325. To consider other financial matters including**

325.a Planned maintenance

325.b Sale of land at Uplands

325.c Commemorative plaques

325.d Arnold's Bequest –Charity registration arrangements

325.e Cotman Close Play Area

325.f Normanston Park Allotments

325.g Centenary Installation at Belle Vue Park

325.h Planned markets at East point Pavilion

325.i Use of bouncy castles at events

325.ii Busking and one-off entertainers on Council land

### **326. Date of the next meeting**

21 August 2018 14:00

### **327. Items for the next Agenda**

### **328. 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 in relation to:**

i) Contractual matters relating to 317.f, g, h and 320