

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
18 September 2018

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
14:00 on 25 September 2018

AGENDA

349. 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.

350. To receive and consider acceptance of apologies for absence

351. Declarations of Interests and dispensations

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

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

352. To consider the accuracy of the Minutes:

21 August 2018

353. Public Forum

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

354. To note the 2018-19 meeting schedule and composition of the Committee

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

354.1 Compliance

354.2 Condition Surveys

354.3 Insurance

355. To consider the following Governance issues:

355.1 To consider any policies or procedures for review or adoption, including;

355.1a A Recycling Policy

355.1b The Reserves Policy

355.1c Lone Working Policy

355.1d Safeguarding Policy

356. To note any updates on banking

357. Audit

357.1 To consider the external audit report, if received

357.2 To consider the interim internal audit report

358. Budget

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

358.2 To consider progress with developing the 2019-20 budget

359. Payments:

359.1 To note any payments made (schedule)

359.2 To consider any payments for authorisation, including:

359.2a The following potential additional expenditure relating to Hamilton House

359.2ai £695 (+ VAT) for alteration work to the 'Ness Point' breakout area

359.2aii Two CCTV monitors, at a cost of £240 (+ VAT) each

359.2aiii Radar keys and associated lock mechanisms, within an overall maximum budget of £150 (+ VAT)

359.2aiv Additional expenditure of £200 (+ VAT) to install the window graphics over the top of the mullions

359.2b Any other payments (schedule)

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359.3 To consider any grant applications, including:

359.3a Lowestoft Community Church's Conversational English Group for £910

359.4 To consider the overview of expenditure under the grants budget

359.5 To consider the overtime rate for civic events, including the Maritime event on 7 October and Remembrance Sunday on 11 November

359.6 To consider additional expenditure for the ICO registration to include CCTV

360. To consider the following matters with regard to the budget for 2019-20

360.1 Working with Pathways Care Farm to decide which seeds and mother plants the Council would like for 2019-20

360.2 The Events and Communications Sub-Committee and previously agreed budget of £10,000 (using virement), to look at leaflets and advertising material, including to consider whether an information leaflet for Lowestoft should be produced

360.3 Lowestoft Town Council's involvement with organising and funding the commemoration of Holocaust Memorial Day 2019

360.4 To consider the invitation to join Lowestoft Rising in April 2019 and the associated cost of £15,000

361. To consider the following items relating to income:

361.1 Receipts

361.2 CiL and S.106 payments

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

361.4 Capital programme

361.5 Management of the Historic England grant for the Town Hall

362. To consider any update regarding the provision of Christmas lights in Lowestoft

363. To consider feedback from the community survey

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

365. To consider the Waveney Norse Supplemental Agreement

366. To note that the Heritage Zone's Project Manager will be working from Lowestoft Town Council's offices every Tuesday from 2 October

367. To consider a recommendation from the Planning and Environment Committee to seek legal advice regarding the Deed of Covenant relating to the North Denes

368. To consider a draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land ("East of England Park")

369. To consider revised guidance from Suffolk Highways to apply for a grit bin

370. To consider other financial matters including

370.1 Planned maintenance

370.2 Sale of land at Uplands

370.3 Commemorative plaques

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

370.5 Cotman Close Play Area

370.6 Normanston Park Allotments

370.7 Centenary Installation at Belle Vue Park

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370.8 The outcome of the consultation regarding civic artefacts

371. Date of the next meeting

11 October 2018 18:00

372. Items for the next Agenda

373. 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