

Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Finance and Governance Committee of Lowestoft Town Council, which will be a video meeting via Zoom, at 16:45 on 11 March 2021. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link for members of the public to observe the meeting is as follows: <https://youtu.be/k4KSGp5A8IM>. The link for Councillors to access the Zoom meeting will be sent separately via email. The minutes and all public documents associated with this agenda will be published as usual.** In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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 cases 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
4 March 2021

Lowestoft Town Council

Meeting of the Finance and Governance Committee

**Via Video Meeting
16:45 on 11 March 2021**

AGENDA

142. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

143. To receive and consider acceptance of apologies for absence

144. Declarations of Interests and dispensations

144.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

145. To receive any comments and note that the minutes of the meeting of 11 February 2021 will be considered at the next appropriate meeting

146. To consider any advance comments from the public on any matters on this agenda

147. Budget:

147.1. To monitor the budget for 2020 – 2021

147.2. To note any bank reconciliations

148. Payments:

148.1. To note the income and expenditure reports for February 2021 and March 2021 to date, including payments made under delegated authority (see schedules)

148.2. To consider any payments for approval (see schedule)

148.3. To note receipt of any applications made under the COVID-19 Grant Awarding Policy

149. Standing Orders and Policies Sub-Committee

149.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting of 17 February 2021

149.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:

149.2a. For the quorum of the Town Council's Committees to be four Councillors and the quorum of the Town Council's Sub-Committees to be three Councillors. If approved this should take effect from the Annual Meeting in May and should be appropriately reflected in the Standing Orders and Terms of Reference.

149.2b. For the Deputy Mayor to have automatic membership and full voting rights on the Town Council's Committees and Sub-Committees, as the Mayor currently does

149.2c. Following Full Council's approval of the Events and Communications Sub-Committee reporting to the Assets, Inclusion and Development (AID) Committee rather than the Finance and Governance Committee, for a corresponding amendment to be made to AID Committee's Terms of Reference, to enable it to grant the Events and Communications Sub-Committee's delegated budget

149.2d. To delegate the horticultural budget to the Parks and Open Spaces Sub-Committee, and the ordering of bulbs for annual planting each year

149.2e. For Committees with a delegated budget to have a per-item expenditure limit of £5,000, and not exceeding the available budget delegated to that Committee

149.2f. For Sub-Committees with a delegated budget to have a per-item expenditure limit of £2,500 and not exceeding the available budget delegated to that Sub-Committee

149.2g. To adopt the following Town Council policies:

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149.2gi Grievance Procedure

149.2gii Memory Stick Policy, including to note the agreement by Full Council to incorporate it into the existing IT, Internet, Social Media and Email Policy

149.2giii Noticeboard Protocol

149.2giv Pandemic Contingency and Recovery Policy

149.2gv Personal Use of the Telephone Policy, as amended

149.2gvi Petty Cash Policy

149.2gvii Pond Policy, as amended

149.2gviii Toilet Strategy

150. Other financial matters, including:

150.1. To review internal controller appointments and internal control arrangements

150.2. To consider recommending the purchase of laptops for all Councillors

150.3. To consider the purchase of a replacement Cat745 Media Block at the Marina Theatre, within a maximum budget of £5,970

150.4. To review the Town Council's insurance arrangements, including to consider taking out Ill Health Liability Insurance

150.5. To consider the cost of memorial lecterns for the Belle Vue Park Peace Garden and the Kensington Gardens Holocaust Memorial Garden

150.6. To consider a request for funding for a public statue on Lowestoft seafront

150.7. To consider an agreement for maintenance of The Ness (confidential)

151. Date of the next meeting

8 April 2021 16:45

152. Items for the next agenda and close

153. 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, namely any employment matters and legal issues relating to the matters on this agenda, including the following:

153.1. Any legal matters, including those above as required