

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 at 16:45 on 20 May 2021.

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. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/86536765967>. The meeting can also be observed via the following link: <https://youtu.be/9V-pZaIWSb8>. 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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

S S Bendix

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Shona Bendix, Clerk

13 May 2021

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
16:45 on 20 May 2021

AGENDA

1. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

2. To receive and consider acceptance of apologies for absence

3. Declarations of Interests and dispensations

- 3.1. 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

4. To consider the draft minutes of the meeting on 8 April 2021 and the signing of previous minutes subsequent to 17 March 2020

5. Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

6. To review and adopt Committee arrangements

- 6.1. To note the membership of the Finance and Governance Committee
6.2. To appoint the Deputy Chair of the Finance and Governance Committee

7. To review and adopt Sub-Committee arrangements for the Budget and Loan Sub-Committee and the Standing Orders and Policies Sub-Committee

- 7.1. To consider composition
7.2. To review and consider adoption of the Terms of Reference

8. Budget:

- 8.1. To monitor the budget for 2021 – 2022
8.2. To note any bank reconciliations

9. Payments:

- 9.1. To note the income and expenditure reports for April 2021 and May 2021 to date, including payments made under delegated authority (see schedules)
9.2. To consider any payments for approval (see schedule), including the following:
9.2a. £450 for Christmas lights licences (£150 per street for three streets)

10. Audit

- 10.1. To note progress with preparations for the External Audit

11. Budget and Loan Sub-Committee

- 11.1. To receive the draft minutes from the Budget and Loan Sub-Committee meeting of 12 April 2021

12. Standing Orders and Policies Sub-Committee

- 12.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting of 28 April 2021
12.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:
12.2a. To adopt the following Town Council policies:
12.2ai Social Media Protocol
12.2aii Sponsorship and Advertising Policy

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- 12.2aiii Toilet Strategy, including to note that a comprehensive review will follow
- 12.2aiv Training and Development Policy
- 12.2av Whistleblowing Policy, as amended
- 12.2avi Wildflower Meadows Policy
- 12.2avii Cycling Pledge
- 12.2aviii To incorporate the Tablet Policy into the existing IT, Internet, Social Media, Email and Secure Use of USB Memory Sticks Policy

13. Other financial matters, including:

- 13.1. To consider the cost of providing smartphones to all Town Council officers
- 13.2. To consider recommendations for a payroll provider
- 13.3. To note available s106 and CIL funding, and any approaching deadlines for expenditure
- 13.4. To consider quotations for leaflets and signage for the Gainsborough Drive pond regarding duck feeding
- 13.5. To consider the cost of providing access to the sea wall from the Links Road car park
- 13.6. To consider any recommendations from the Assets, Inclusion and Development Committee regarding an appropriate budget and delegated authority to officers to progress pledging land at Clarkes Lane, Fen Park and the North Denes to WildEast, including related signage
- 13.7. To consider any recommendations from the Assets, Inclusion and Development Committee regarding the transfer of funds of £17,500 from the Fen Park pond budget to the ponds and waterways budget
- 13.8. To consider any recommendations from the Assets, Inclusion and Development Committee regarding a maximum budget and any appropriate delegations to progress the installation of a fence in Sparrows Nest, along the border of the grass between the play area and the Movie Makers Theatre
- 13.9. To receive an update on the request to apply for District Council locality funding in respect of the memorial lecterns for Belle Vue Park and Kensington Gardens
- 13.10. To consider the cost of proposed improvements to the Denes Oval (some aspects may be confidential)
- 13.11. To consider the cost of roofing works at the Marina Theatre (confidential)
- 13.12. To consider the cost of enhancing the arrangements for the Lowestoft Collection at the Lowestoft Museum (confidential)
- 13.13. To consider the lease and financial arrangements for a tenant (confidential)

14. Date of the next meeting

10 June 2021 16:45

15. Items for the next agenda and close

16. 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:

- 16.1. Any legal matters, including those above as required