

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 10:30 on 9 April 2024, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

The meeting is held in accessible premises and open to the public and press to attend.

Those attending 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/84621955452>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/1JSJxzXQzVk>.

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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

S L Foote

.....
Sarah Foote, Acting Town Clerk
3 April 2024

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 9 April 2024

AGENDA

165. Welcome

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

166. To receive and consider approval of apologies for absence

167. Declarations of Interests and dispensations

167.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda

167.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

168. To consider the draft minutes of the meeting on 12 March 2024

169. 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.

170. To consider the following items deferred from the previous meeting:

170.1. To consider governance terms for the Lowestoft Youth Forum/Council

170.2. To consider the merits of Lowestoft Town Council adopting a bespoke Code of Conduct

170.3. To consider the implementation of the Town Council's IT Policy with regard to email correspondence

171. Budget and Loan:

171.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets

171.2. To note any bank reconciliations

171.3. To consider the Reserves Policy and make a recommendation to Full Council

171.4. To note the consideration of the year end EMR positions and any EMR transfers required

172. Payments and Receipts:

172.1. To note the income and expenditure reports for February 2024 and March 2024 to date, including payments made under delegated authority (see schedules)

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

173. Grants & Sponsorships

173.1. To note the received of the following grant applications and consider whether they require urgent consideration:

173.1a. Pakefield Bowls Club - Amount to be determined by this Committee

173.1b. Suffolk Sober Spaces - £1,980

173.1c. Ventura Cottage - £2,000

173.1d. Lowestoft Shopmobility - £210

174. Other financial and governance matters, including:

174.1. To consider the list of delegations

174.2. Grounds Maintenance:

174.2a. To receive an update on the expenditure against budget for the changes to grounds maintenance operations from 2023/2024, including areas where the budget may be challenged (some aspects may be confidential)

174.3. To consider the cost and budget allocation for the service costs of grounds maintenance vehicles

Lowestoft Town Council

Extraordinary Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

10:30 on 9 April 2024

174.4. To consider the budget allocation for the protection measures for the Fen Park pond aeration device

174.5. To consider the installation and funding of Wi-Fi at the Denes Oval pavilion

174.6. To approve a maximum budget of £750 for the purchase of event chairs

174.7. To consider feedback from a meeting with the Cricket Club and any urgent budget or expenditure requirements

175. Date of the next meeting

14 May 2024 10:30

176. Items for the next agenda and close

177. 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:

177.1. Any legal matters, including those above as required