

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.

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Shona Bendix, Clerk
13 February 2018

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ
18:30 on 20 February 2018

AGENDA

185. 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.

186. Declarations of Interests and dispensations

- a) To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors on items on the Agenda
- b) To receive and consider written requests for dispensations for Disclosable Pecuniary Interests
- c) To note any dispensations previously granted

187. To consider the accuracy of the Minutes:

- a) 23 January 2018

188. Public Forum

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

189. To note progress with the arrangement of safeguarding training and the development of related policies

190. To note progress with banking arrangements

191. To note progress with insurance arrangements

192. To note next steps on Key Performance Indicators

193. To receive any updates on any funding streams affecting Council assets

194. To consider any update on Community Infrastructure Levy and S.106 payments

195. To note the Durrants valuation of the Lowestoft Collection

196. To consider options for a condition survey for the Town Hall

197. To consider the quote received for the condition survey on the Marina Theatre

198. To consider the appointment of an internal auditor for the year ending 31 March 2018

199. To note paper on the New External Audit Regime

200. To consider and approve a budget of £5000 and delegate authority for reimbursement of staff's mileage and other related expenditure

201. To consider and approve a budget of £5000 for stationery and office supplies (including key safe) and delegate to the Clerk

202. To consider and approve setting up a credit card

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203.To consider whether to progress a delegated budget for small works

204.To note the record of delegated expenditure

205.Payments – in related to associated schedules

201.a Note payments made

201.b Note payments made under delegated authority

201.c Payments to be considered for authorisation

206.To consider approving/noting any other payments received

207.To monitor the budget for 2017-18 and note any bank reconciliations

208.To note the income schedule

209.To consider progress with the plan and costings for office provision for the Council

210.To note progress with technical support and funding for neighbourhood planning

211.To consider the national mourning protocol and the recommended budget to fulfil civic duties of £2000, with recommendation to the Clerk and Deputy Clerk

212.To note the paper on Remembrance Service event planning for 2018 and consider the recommended budget, with delegation to the Clerk and Deputy Clerk

213.Date of the next meeting

20th March 2018 14:00

214.Items for the next Agenda

215.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.