

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.

SS Bendix

.....
Shona Bendix, Clerk
4 February 2019

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

AGENDA

424. 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.

425. To receive and consider acceptance of apologies for absence

426. Declarations of Interests and dispensations

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

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

427. To consider the accuracy of the Minutes:

10 January 2019

428. Public Forum

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

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

429.1 Compliance

429.2 Condition Surveys

430. To note any updates on banking

431. Budget:

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

431.2 To consider any updates regarding the 2019-20 budget

431.3 To consider progress with the Council decision on a loan for capital works, including for the Marina Theatre, Town Hall and Denes Oval

432. Payments:

432.1 To note any payments made (schedule)

432.2 To consider any payments for authorisation, including the following:

432.2a Additional expenditure of £38 for kitchen work surfaces in Hamilton House (additional to £695 previously agreed)

432.2b £942 (+VAT) for repair work to the Town Hall clock

432.3 Any other payments (schedule)

432.4 To note the petty cash log (schedule)

432.5 To consider any grant applications, including:

432.5a East Point Academy Duke of Edinburgh Awards for £8,000

432.5b 'Let's Create a Free Period!' (amount not specified)

432.5c Lowestoft Art Group for £395

432.5d Catch22 Suffolk Positive Futures for £500

432.5e To consider whether to invite the Beccles Sea Cadets to submit a grant application

432.6 To consider a review of the Grant Awarding Policy

433. To consider the following items relating to income:

433.1 Receipts

433.2 CiL and S.106 payments

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

433.4 Capital programme

433.5 Management of the Historic England grant for the Town Hall

433.6 Leisure fees for 2019 – 20

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 12 February 2019

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

435. To consider a request from Lowestoft Rising to revisit the decision not to become a voting member of the Lowestoft Rising Sponsor Group, at a cost of £15,000

436. To consider a Memory Stick Policy

437. Audit

437.1 To note progress with preparations for the external audit and make recommendations to Full Council

438. Legal:

438.1 To receive an update on any relevant legal issues (confidential)

438.2 To consider the budgetary implications of the 2019/20 Waveney Norse contract (confidential)

438.3 To consider the CCTV contract with Waveney Norse (confidential)

438.4 To consider a lease for the Lowestoft Tennis Association and other clubs (confidential)

439. To consider a confidential matter relating to staffing

440. To consider other financial matters including

440.1 Planned and urgent works on assets

440.2 Commemorative plaques

440.3 Further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account

440.4 Whether to progress the Sprytar software, at a cost of £5,000 (plus VAT) per site

440.5 Whether to make a recommendation to Full Council to fund the sitting of an Independent Remuneration Panel, at a cost of £300, and progressing Councillor expenses

441. Date of the next meeting

14 March 2019 18:00

442. Items for the next Agenda

443. 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, including:

443.1 Any employment matters, including item **439** above

443.2 Any legal matters, including those listed with item **438** above