

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.

S S Bendix

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Shona Bendix, Clerk
7 December 2018

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 13 December 2018

AGENDA

392. 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.

393. To receive and consider acceptance of apologies for absence

394. Declarations of Interests and dispensations

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

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

395. To consider the accuracy of the Minutes:

8 November 2018

396. Public Forum

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

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

397.1 Compliance

397.2 Condition Surveys

398. To note any updates on banking

399. Budget:

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

399.2 To consider progress with developing the 2019-20 budget

399.3 To consider progressing any Council decision on a loan

400. Payments:

400.1 To note any payments made (schedule)

400.2 To consider any payments for authorisation

400.3 Any other payments (schedule)

400.4 To consider any grant applications, including:

400.4a Lowestoft and Plaisir Twinning Association for £500

401. To consider the following items relating to income:

401.1 Receipts

401.2 CiL and S.106 payments

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

401.4 Capital programme

401.5 Management of the Historic England grant for the Town Hall

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

403. Legal:

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

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

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

404. To consider other financial matters including

404.1 Planned maintenance

404.2 Sale of land at Uplands

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- 404.3 Commemorative plaques
- 404.4 Cotman Close Play Area
- 404.5 Normanston Park Allotments
- 404.6 A report regarding adult outdoor gym equipment
- 404.7 Holocaust Memorial Day and associated cost
- 404.8 Further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account
- 404.9 The purchase of a supply of soft enamel pin badges
- 404.10 Staff training costs (some aspects confidential)
- 404.11 Whether to continue Lowestoft Town Council's information page in The Bugle for 2019

405. Date of the next meeting

10 January 2019 18:00

406. Items for the next Agenda

407. 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:

- 407.1 Any employment matters
- 407.2 Any legal matters, including those listed with item **403** above