

# 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.

*SS Bendix*

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Shona Bendix, Clerk  
15 August 2018

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ**  
**14:00 on 21 August 2018**

**AGENDA**

**329. 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.

**330. To receive and consider acceptance of apologies for absence**

**331. Declarations of Interests and dispensations**

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

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

**332. To consider the accuracy of the Minutes:**

24 July 2018

**333. Public Forum**

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

**334. Risk management and compliance**

334.1 Compliance

334.2 Condition Surveys – including to note any progress and findings in relation to the Marina Theatre, Town Hall and other assets

334.3 Insurance

**335. To consider the following Governance issues:**

335.1 To consider any policies or procedures for review or adoption, including;

335.1.a A Recycling Policy

335.1.b The Reserves Policy

**336. To note any updates on banking**

**337. Audit**

337.1 To consider the external audit report, if received

337.2 To consider progress with interim internal audit

**338. To monitor the budget for 2018-19 and note any bank reconciliations**

**339. Payments:**

339.1 To note any payments made (schedule)

339.2 To consider the cost of letter-box sized stickers for residents to deter against cold-calling, junk mail and dog fouling

339.3 To consider any payments for authorisation, including:

339.3a Clarification and agreement to costs of £344 (+VAT) for installation of Heras fencing at the Denes Oval perimeter wall and £584 (+VAT) hire fees for a year

339.3b The cost of £2,208 (no VAT) for Lowestoft Town Council's information page in The Bugle in 2019

339.3c A quote of £500 (+VAT) for advice from a Planning Barrister regarding Neighbourhood Plan designations

339.3d Payments under the Waveney Norse contract for 2018/19 (schedule)

339.3e Establishing direct debits to the ICO for Councillor registrations and to Claranet for the website domain

339.3f Any other payments (schedule)

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339.4 To consider any grant applications, including:

339.4a Gunton Residents Association for £750

339.4b Further information from Lowestoft Art Group for additional funding of £1,000

339.5 To consider an event (or events) to formally open Lowestoft Town Council's new premises and to consider an associated budget

**340. To consider the following items relating to income:**

340.1 Receipts

340.2 CiL and S.106 payments

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

340.4 Capital programme

**341. To consider any update regarding the provision of Christmas lights in Lowestoft**

**342. To consider feedback from the community survey**

**343. To consider any progress with plans and lease for the first floor of Hamilton House**

**344. To consider whether to organise and fund a fireworks display in Lowestoft in November**

**345. To consider other financial matters including**

345.1 Planned maintenance

345.2 Sale of land at Uplands

345.3 Commemorative plaques

345.4 Arnold's Bequest –Charity registration arrangements

345.5 Cotman Close Play Area

345.6 Normanston Park Allotments

345.7 Centenary Installation at Belle Vue Park

**346. Date of the next meeting**

25 September 2018 14:00

**347. Items for the next Agenda**

**348. 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**