

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

.....
Shona Bendix, Clerk
16 May 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 22 May 2018

AGENDA

269. 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.

270. To receive and consider acceptance of apologies for absence

271. 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

272. To consider the accuracy of the Minutes:

- a) 24 April 2018

273. Public Forum

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

274. To review and adopt delegated authority, committee and agency arrangements

274.a To elect a Vice Chair of the Finance and Governance Committee

274.b To consider the Terms of Reference including composition for the Finance and Governance Committee

274.c To consider whether or not to change the start time of the Finance and Governance Committee

274.d To note the review of Lowestoft Town Council's policies and procedures

274.e To review Sub-Committees and Working Groups, scope, composition and any delegations

274.f 274.g To review and adopt delegated authority arrangements

274.g Section 113 arrangements for the provision of services by staff working for Waveney District Council

274.h To review Lowestoft Town Council's Code of Conduct

275. To consider the following Governance issues:

275.a Safeguarding

275.b Lone working

276. To note progress with banking arrangements

277. Risk management and compliance

277.a Insurance

277.b Condition Surveys

277.c Compliance

278. To consider audit

278.a Internal controls

278.b Internal audit

278.c External audit

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ

14:00 on 22 May 2018

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

280. Payments – in related to associated schedules:

280.a To note payments made under delegated authority

280.b To consider payments for authorisation, including the following:

280.bi Suffolk Association of Local Councils subscription £3,365.04 (no VAT)

280.bii A request from the Sparrows Nest Bowls Club for the following replacement equipment; six gatherers (£270), eight delivery mats (£80), one first aid kit (£20)

280.c To consider grant applications, including the following:

280.ci St Andrews Roman Hill Church Council

280.cii The Lowestoft Players

280.ciii Lowestoft in Bloom

280.civ Lowestoft and District Allotments Ltd

280.d To note payments processed

281. To consider the following items relating to income:

281.a Receipts

281.b Community Infrastructure Levy, including consideration of the consultation proposals, and S.106 payments

281.c To receive any updates on any funding streams affecting Council assets

281.d Capital Programme

282. To consider any progress with plans and lease for the first floor of Hamilton House, including the Heads of Terms and any additional items which may be required

283. To consider other financial matters

283.a To consider a delegated budget for additional staff hours

283.b To consider cost of repair work at Denes Oval Tennis Court

283.c Update on business rates

283.d Planned maintenance

283.e CCTV

283.f Sale of land at Uplands

283.g Commemorative plaques

283.h Arnold's Bequest

283.i Cotman Close Play Area

283.j Draft Proposal regarding the Normanston Park Play Area

283.k Normanston Park Allotments

283.l Centenary Installation at Belle Vue Park

284. Date of the next meeting

26 June 2018 14:00 Riverside

285. Items for the next Agenda

286. 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