

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

4 July 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 11 July 2019

Public entry through reception permitted between 17:30 – 18:00 only.

AGENDA

35. 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.

36. To receive and consider acceptance of apologies for absence

37. Declarations of Interests and dispensations

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

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

38. To consider the accuracy of the Minutes:

13 June 2019

39. Public Forum

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

40. To note an amendment to the Committee membership

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

41.1 Compliance, including the following:

41.1a Plumbing and compliance relating to Community Halls (confidential)

41.2 Condition Surveys, including the following:

41.2a The implications of the Full Council decision not to progress the 2018-19 and 2019-20 condition surveys

42. To note any updates on banking

43. Budget:

43.1 To monitor the budget for 2019-20

43.2 To note any bank reconciliations

43.3 To note current expenditure on grants

44. Payments:

44.1 To note any payments made and consider payments for authorisation (schedule)

44.2 To note expenditure and income reports for the month ending 30 June 2019 and July 2019 to date (schedule)

45. Leisure Fees:

45.1 To consider whether to make exceptions to the charges for the use of leisure facilities for 2019-20

45.2 To consider a grant application from the Sparrows Nest Bowls Club for £3,782

46. To consider the following items relating to income:

46.1 To note the income reports for the month ending 30 June 2019 and July 2019 to date

46.2 CiL and S.106 payments

46.3 To receive any updates on any financial funding streams affecting Council assets, including:

46.3a Management of the Historic England grant for the Town Hall

46.4 An analysis of room hire at Hamilton House

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47. Legal:

- 47.1 To receive an update on any relevant legal issues (confidential)
- 47.2 To consider any progress with the lease for the first floor of Hamilton House (confidential)
- 47.3 To consider the Supplemental Agreement between East Suffolk Council, The Marina Theatre Trust and Lowestoft Town Council, and governance arrangements for the Marina Theatre (confidential)
- 47.4 To consider Land Registry issues (confidential)

48. To consider other financial matters including

- 48.1 Planned and urgent works on assets
- 48.2 A policy for tablets for Councillors
- 48.3 A sponsorship policy
- 48.4 Establishing a monthly market
- 48.5 Any recommendations from the Assets, Inclusion and Development Committee regarding working with Sentinel Leisure Trust to deliver the 'Ping!' project in Lowestoft
- 48.6 To consider a proposal report from Sentinel Leisure Trust (confidential)
- 48.7 Establishing reserves for tree liabilities
- 48.8 The following matters relating to The Ness:
 - 48.8a The cost of public conveniences
 - 48.8b The implications of the Noise Management Plan
 - 48.8c The implications of the Traffic Management Plan
- 48.9 The following matters relating to the Kensington Gardens Ammunition Bunker:
 - 48.9a Approving the change of locks and associated cost
 - 48.9b A hire and charges policy
- 48.10 Whether to hold a Chairs Workshop training event, and whether to extend this to other Waveney area Parish Councils
- 48.11 Storage of deed packets for Lowestoft Town Council's assets
- 48.12 Participation in Suffolk Highways' Community Self Help Scheme

49. Date of the next meeting

Thursday 8 August 18:00

50. Items for the next Agenda

51. 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:

- 51.1 Any employment matters
- 51.2 Any legal matters, including those listed with items **41.1a**, **47** and **48.6** above