

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 at 17:00 on 12 December 2019.**

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 cases 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
5 December 2019

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
17:00 on 12 December 2019

AGENDA

116. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

117. To receive and consider acceptance of apologies for absence

118. Declarations of Interests and dispensations

118.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda

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

119. To consider the accuracy of the Minutes

19 November 2019

120. Public Forum

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

121. To note any updates on banking

122. Budget:

122.1. To monitor the budget for 2019-20

122.2. To note any bank reconciliations

122.3. To consider the 2020 – 21 budget, including any recommendations from the Budget and Loan Working Group

122.4. To consider the 2020 – 21 precept

122.5. To consider an event management budget for transition from the current work under The Ness Steering Group from 19 – 20 and 20 – 21 budgets

123. Payments:

123.1. To consider payments for authorisation, including the following (also see schedule):

123.1a. A replacement sound mixing console for the Marina Theatre, at a cost of £7,133.70 (plus VAT)

123.1b. An invoice from A Hill Electrical Contracting Ltd in the sum of £2,588 + £517.60 VAT = £3,105.60 for installation and adaptations to the electrical installation at Kensington Gardens toilets and supply and installation of Airforce hand dryers

123.1c. A payment of £600 (plus VAT) to East Coast Community Healthcare, to deliver Equality and Diversity, Conflict Resolution, Personal Safety and Lone Working training to Councillors and staff

123.1d. A payment of £5,421 for Stamp Duty and Land Tax for the Council's office at Hamilton House

123.2. To note expenditure reports for the month ending 30 November 2019 and December to date (schedule)

123.3. To note the petty cash log (schedule)

123.4. To note reimbursement to East Suffolk Council of £2,827.59 for overpayment of CIL money

123.5. To consider the following grant applications:

123.5a. Lowestoft Armed Forces Day 2020 for £5,000

123.5b. Lowestoft and Plaisir Twinning Association for £1,800

123.5c. Lowestoft Art Group for £550

123.5d. Back 2 Life Community Fund for £8,000

123.5e. East Coast Hospice for £500 - £1,000

123.5f. First Light Festival C.I.C. for £5,000

124. To consider the following items relating to income:

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- 124.1. To note the income reports for the month ending 30 November 2019 and December to date (schedule)
- 124.2. To receive an update on the Pocket Parks application for Whitton Green

125. Legal and compliance

- 125.1. To consider any compliance issues and asset management matters (some aspects might be confidential), including the following:
 - 125.1a. A condition and compliance survey of the Pakefield Street public conveniences
 - 125.1b. Appropriate locations for tree planting (confidential)
 - 125.1c. The management of liabilities in connection with natural features of land (confidential)
- 125.2. To receive an update on any relevant legal issues (confidential) including:
 - 125.2a To note the signing of the lease for the first floor of Hamilton House between East Point Business Services Ltd and Lowestoft Town Council (confidential)

126. Other financial matters, including:

- 126.1. To note planned and urgent works on assets
- 126.2. To consider the following relating to the Town Hall:
 - 126.2a. The feasibility study
 - 126.2b. The cost of repair work
- 126.3. To consider further advice from East Suffolk Norse following a recommendation from the Assets, Inclusion and Development Committee for two new litter bins in Rosedale Park, including to consider the type of bin and cost
- 126.4. To consider a recommendation from the Assets, Inclusion and Development Committee to replace a damaged bin at Fen Park, including to consider advice from East Suffolk Norse that a replacement bin of the same design will cost approximately £450
- 126.5. To consider a recommendation from the Assets, Inclusion and Development to remove asbestos from the Yarmouth Road entrance of Belle Vue Park, including to consider the quotations received and explore the best way to progress this
- 126.6. To consider a recommendation from the Assets, Inclusion and Development Committee to progress repairs to the Belle Vue Park wall, including to consider the quotations received
- 126.7. To consider whether Lowestoft Town Council needs to make any preparation for Britain's exit from the European Union, including to consider advice received from East Suffolk Norse
- 126.8. To consider delegating authority to the Clerk for exploring a transfer of utility providers and agree signatories
- 126.9. To note advice received from East Suffolk Council on unscheduled by-election costs
- 126.10. To note the Rialtas annual fees and charges for 2020 - 21
- 126.11. To consider staffing and consultant proposals (confidential)

127. Date of the next meeting

9 January 2020 17:00

128. Items for the next agenda and close

129. 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, namely any employment matters and legal issues relating to the matters on this agenda, including the following:

- 129.1. Any employment matters, including those at 126.11 above as required
- 129.2. Any legal matters, including those listed with items 125.1 and 125.2 above as required