

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 September 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 September 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 September 2019

AGENDA

67. Welcome

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

68. To receive and consider acceptance of apologies for absence

69. Declarations of Interests and dispensations

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

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

70. To consider the accuracy of the Minutes

8 August 2019

71. Public Forum

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

72. To note any updates on banking

73. Budget:

73.1. To monitor the budget for 2019-20

73.2. To note any bank reconciliations

73.3. To note a report from the Budget and Loan Working Group and consider any recommendations

73.4. To consider the following relating to markets:

73.4a. A budget for market events (some aspects may be confidential)

73.4b. A review of market and events fees

73.4c. A budget to subsidise the Triangle public car park on market days

73.5. To consider a review of the leisure fees and leisure fees policy

73.6. To consider an event management budget for transition from the current work under The Ness Steering Group

73.7. To consider potential asbestos removal from allotment sites, at a cost not exceeding £30,000 (plus VAT)

73.8. To consider the cost of additional planting and tending to plants

73.9. To note expenditure and anticipated expenditure from the Civic and Ceremonial budget

74. Payments:

74.1. To consider payments for authorisation (schedule), including the following in relation to emergency works on the Town Hall:

74.1a. £400 (+VAT) to alarm the scaffolding

74.1b. £225 (+VAT) for 3m high galvanised panels around the base of the scaffolding

74.1c. £112 insurance overage for the Town Hall works

74.2. To note expenditure reports for the month ending 31 August 2019 and September to date (schedule)

74.3. To note the petty cash log (schedule)

75. To consider the following items relating to income:

75.1. To note the income reports for the month ending 31 August 2019 and September to date (schedule)

75.2. To receive an update on any grant-funding streams affecting Council assets.

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76. Audit

- 76.1. To note progress with the external audit
- 76.2. To note completion of the interim internal audit and to consider any report, if available

77. Legal and compliance

- 77.1. To consider a proposal from the Lighthouse Diner under the lease (confidential)
- 77.2. To consider an update on any compliance issues and asset management (some aspects might be confidential), including the following:
 - 77.2a. To note that a payment of £605 (plus VAT) is being made for fire safety compliance measures
 - 77.2b. Future management of the Denes Oval (confidential)
 - 77.2c. Central heating in the Community Halls (confidential)
- 77.3. To receive an update on any relevant legal issues (confidential) including:
 - 77.2a To consider any progress with the lease for the first floor of Hamilton House, including the following:
 - 77.2ai The IT service charges and cost implications (confidential)
 - 77.2aii Making a recommendation regarding options for the alternative office space and any associated amendments to the lease and rent payable (confidential)
 - 77.2b To consider the Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential)
 - 77.2c The future of the CCTV service (confidential)

78. Other financial matters, including:

- 78.1. To note planned and urgent works on assets
- 78.2. To recommend adoption of the Sponsorship Policy
- 78.3. To recommend establishing reserves for tree liabilities
- 78.4. To recommend adoption of revisions to Financial Regulations
- 78.5. To consider options for an amplification system in the Council Chamber
- 78.6. To recommend adoption of the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks (with a steer from Full Council to consider applying the policy to static traders only and to include provision for deviation for Town Council organised events)
- 78.7. To agree payment for door handles for the Marina Theatre (some aspects may be confidential)
- 78.8. To agree the cost of removal of items from CEFAS, within a maximum budget of £500
- 78.9. To note advice from the Information Commissioner's Office regarding the registration of Councillors as Data Controllers
- 78.10. To consider budget provision for non-grant funded items in relation to completion of Neighbourhood Plan, including statutory consultation events
- 78.11. To consider a review of the Town Council's energy suppliers
- 78.12. To consider additional insurance cover for the Remembrance Sunday service

79. To note the decision of Full Council for the Events and Communications Sub-Committee to become a sub-committee of the Finance and Governance Committee and to consider the following:

- 79.1. To review the amended Terms of Reference of the Events and Communications Sub-Committee
- 79.2. The appointment of two substitutes to the Events and Communications Sub-Committee

80. Date of the next meeting

8 October 2019 18:30

81. Items for the next agenda and close

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82. 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:

82.1. Any employment matters

82.2. Any legal matters, including those listed with items 73.4a, 77 and 78.7 above