

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
5 June 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 13 June 2019

AGENDA

18. 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.

19. To receive and consider acceptance of apologies for absence

20. Declarations of Interests and dispensations

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

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

21. To consider the accuracy of the Minutes:

16 May 2019

22. Public Forum

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

23. To consider a review of the register of land and assets, including building and office equipment

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

24.1 Compliance

24.2 Condition Surveys

24.3 S.113 Agreement extension

25. To note any updates on banking

26. Budget:

26.1 To monitor the budget for 2019-20

26.2 To note any bank reconciliations

26.3 Whether to include a charge for coaching sessions as part of the leisure fees for 2019-20, and if so to determine the fee to be charged

27. Payments:

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

27.2 To note expenditure and income reports for the month ending 31 May 2019 and June 2019 to date (schedule)

27.3 To note the petty cash log (schedule)

27.4 To consider any grant applications, including:

27.4a Sparrows Nest Bowls Club for £3,782

27.4b Lowestoft Sea Cadets for up to £2,764

27.4c Heritage Open Days for up to £1,000

27.4d Trinity Methodist Church for £500

28. To consider the following items relating to income:

28.1 Receipts

28.2 CiL and S.106 payments

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

28.3a Management of the Historic England grant for the Town Hall

29. Audit

29.1 To note progress with the external audit

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30. Legal:

- 30.1 To receive an update on any relevant legal issues (confidential)
- 30.2 To consider a lease for the Lowestoft Tennis Association and other clubs (confidential)
- 30.3 To consider any progress with the lease for the first floor of Hamilton House (confidential)
- 30.4 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)
- 30.5 To consider an extension of the Lowestoft Collection loan agreement with the Lowestoft Museum (confidential)

31. To consider other financial matters including

- 31.1 Planned and urgent works on assets
- 31.2 Commemorative plaques
- 31.3 A policy for tablets for Councillors
- 31.4 Establishing a monthly market
- 31.5 Business cards for Councillors, and an associated budget
- 31.6 Lanyards for Councillors, and an associated budget
- 31.7 The cost of public conveniences
- 31.8 Working with Sentinel Leisure Trust to deliver the 'Ping!' project in Lowestoft
- 31.9 Establishing reserves for tree liabilities
- 31.10 How to progress arrangements for a Lowestoft town time capsule

32. Date of the next meeting

Thursday 11 July 18:00

33. Items for the next Agenda

34. 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:

- 34.1 Any employment matters
- 34.2 Any legal matters, including those listed with item 30 above