

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
7 May 2019

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
19:00 on 16 May 2019

AGENDA

1. 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.

2. To receive and consider acceptance of apologies for absence

3. Declarations of Interests and dispensations

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

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

4. To consider the accuracy of the Minutes:

a) 14 March 2019

b) 28 March 2019

5. Public Forum

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

6. To review and adopt Committee arrangements

6.1 To note the membership of the Finance and Governance Committee

6.2 Election of the Deputy Chair of the Finance and Governance Committee

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

7.1 Compliance

7.2 Condition Surveys

8. To note any updates on banking

9. Budget:

9.1 To monitor the budget for 2019-20, including the following budget adjustments:

9.1a Leisure fees

9.1b Business Rates for public conveniences

9.2 To note any bank reconciliations

9.3 To consider progress with the Council decision on a loan for capital works, including for the Marina Theatre, Town Hall and Denes Oval

10. Payments:

10.1 To note any payments made (schedule)

10.2 To note expenditure and income reports for the months ending 31 March 2019, 30 April 2019 and May 2019 to date

10.3 To consider any payments for authorisation (schedule), including the following:

10.4 Any other payments (schedule)

10.5 To note the petty cash log (schedule)

10.6 To consider any grant applications, including:

10.6a St John Ambulance for £4,000 - £6,000

10.6b Sparrows Nest Bowls Club for £3,782

10.6c To note that the East Point Academy Duke of Edinburgh Award Scheme have secured funding of £2,000, which the Finance and Governance Committee previously agreed to match

10.7 To consider attendance at the Why Sports 2019 Conference (at a cost of £225 per delegate), number of delegates and budget

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11. To consider the following items relating to income:

- 11.1 Receipts
- 11.2 CiL and S.106 payments
- 11.3 To receive any updates on any financial funding streams affecting Council assets
- 11.4 Capital programme
- 11.5 Management of the Historic England grant for the Town Hall
- 11.6 Any updates regarding leisure fees for 2019 – 20, following the consideration of Full Council

12. Audit

- 12.1 To note progress with the internal and external audits

13. Legal:

- 13.1 To receive an update on any relevant legal issues (confidential)
- 13.2 To consider the CCTV contract with Waveney Norse (confidential)
- 13.3 To consider a lease for the Lowestoft Tennis Association and other clubs (confidential)
- 13.4 To consider any progress with the lease for the first floor of Hamilton House (confidential)

14. To consider other financial matters including

- 14.1 Planned and urgent works on assets
- 14.2 Commemorative plaques
- 14.3 A policy for tablets for Councillors

15. Date of the next meeting

Thursday 13 June 18:00

16. Items for the next Agenda

17. 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:

- 17.1 Any employment matters
- 17.2 Any legal matters, including those listed with item 13 above