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 19 November 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
14 November 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 19 November 2019

AGENDA

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

102. To receive and consider acceptance of apologies for absence

103. Declarations of Interests and dispensations
103.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda
103.2. To note written requests and grants of dispensations for Disclosable Pecuniary Interests

104. To consider the accuracy of the Minutes  
8 October 2019

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

106. To note any updates on banking

107. Budget:  
107.1. To monitor the budget for 2019-20
107.2. To note any bank reconciliations
107.3. To consider the 2020 – 21 budget, including any recommendations from the Budget and Loan Working Group
107.4. To consider the 2020 – 21 precept
107.5. To consider any update following a request to East Suffolk Council regarding arrangements for the Triangle public car park on market days
107.6. To consider an event management budget for transition from the current work under The Ness Steering Group

108. Payments:  
108.1. To consider payments for authorisation (schedule)
108.2. To note expenditure reports for the month ending 31 October 2019 and November to date (schedule)
108.3. To note the petty cash log (schedule)

109. To consider the following items relating to income:  
109.1. To note the income reports for the month ending 31 October 2019 and November to date (schedule)
109.2. To receive an update on any grant-funding streams affecting Council assets.

110. Legal and compliance  
110.1. To consider an update on any compliance issues and asset management (some aspects might be confidential)
110.2. To receive an update on any relevant legal issues (confidential) including:
   110.2a To consider any progress with the lease for the first floor of Hamilton House, including the following:
      110.2ai The IT service charges and cost implications (confidential)
   110.2b To note progress with the Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential)
   110.2c The future of the CCTV service (confidential)
   110.2d To consider lease arrangements for the Community Halls (confidential)
110.3. To consider what policy should apply to the retention of email accounts for ex-Councillors
110.4. To consider draft amended Data Retention and Data Protection policies
110.5. To consider a review of Lowestoft Town Council’s Financial Regulations
110.6. To note the review of the following policies by the Personnel Committee and their recommendation for adoption:
   110.6a. Anti-Harassment and Bullying Policy
   110.6b. Data Protection Policy
   110.6c. Data Retention Policy
   110.6d. Disciplinary Procedure
   110.6e. Disciplinary Rules
   110.6f. Equality and Diversity Policy
   110.6g. Health and Safety Policy
   110.6h. Media Policy
   110.6i. Lone Worker Policy
   110.6j. Member Officer Protocol
   110.6k. Safeguarding Policy
   110.6l. Social Media Protocol
   110.6m. Training and Development Policy
   110.6n. Whistleblowing Policy

111. Other financial matters, including:
111.1. To note planned and urgent works on assets
111.2. To consider progress with the removal of items from CEFAS
111.3. To consider purchase of a business property (confidential)
111.4. To consider the following relating to the Town Hall:
   111.4a. The feasibility study
   111.4b. The cost of repair work (some aspects may be confidential)
111.5. A recommendation from the Assets, Inclusion and Development Committee to consider a request for two new litter bins in Rosedale Park
111.6. To consider the following recommendations from the Parks and Open Spaces Sub-Committee:
   111.6a. A maximum budget of £500 for replacement trees and planting at Gainsborough Drive
   111.6b. A maximum budget of £300 for planting of the Holocaust Memorial Garden in Kensington Gardens
   111.6c. The installation of a lectern at the Holocaust Memorial Garden to provide further information about the garden, and to consider funding options
111.7. To consider whether Lowestoft Town Council needs to make any preparation for Britain’s exit from the European Union

112. Events and Communications Sub-Committee
112.1. To receive the minutes of the meeting of 10 October 2019 and consider any recommendations
112.2. To review the Terms of Reference and consider delegations

113. Date of the next meeting
12 December 2019 17:00

114. Items for the next agenda and close
115. 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:
115.1. Any employment matters
115.2. Any legal matters, including those listed with items 110.1, 110.2, 111.3 and 111.4b above as required