

# 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)

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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**

# **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**

**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