

# 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 17:30 on 20 February 2020.**

**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  
13 February 2020

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**17:30 on 20 February 2020**

**AGENDA**

**144. Welcome**

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

**145. To receive and consider acceptance of apologies for absence**

**146. Declarations of Interests and dispensations**

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

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

**147. To consider the accuracy of the Minutes**

9 January 2020

**148. Public Forum**

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

**149. To note any updates on banking**

**150. Budget:**

150.1. To monitor the budget for 2019-2020

150.2. To note any bank reconciliations

150.3. To note completion of the VAT return

**151. Payments:**

151.1. To consider payments for authorisation, including the following:

151.1a. See schedule

151.2. To note expenditure reports for January 2020 and February 2020 to date (schedule)

151.3. To note the petty cash log (schedule)

**152. To consider the following items relating to income:**

152.1. To note the income reports for January 2020 and February 2020 to date (schedule)

**153. Audit**

153.1. To consider the internal audit report and any recommendations

153.2. To consider the audit report/action plan from the Responsible Financial Officer

**154. Legal and compliance**

154.1. Employment budgets and to consider and agree recruitment costs (confidential)

154.2. To consider the renewal of the loan agreement for the Lowestoft Collection to the Lowestoft Museum (confidential)

**155. Events and Communications Sub-Committee:**

155.1. To receive the minutes of the meeting on 13 February 2020 and to consider the following recommendations:

155.1a. A maximum budget of £400 to host a guests from the Lowestoft and Plaisir Twinning Association for a reception at Hamilton House, and to consider a budget for gifts

155.1b. A maximum budget of £500 to purchase two plaques – to commemorate the 80<sup>th</sup> Anniversaries of Dunkirk and the Battle of Britain, and a further maximum budget of £500 for the unveiling ceremonies of the plaques

155.2. To consider whether to delegate a budget of £10,000 to the Events and Communications Sub-Committee

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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17:30 on 20 February 2020

### 156. Other financial matters, including:

- 156.1. To note planned and urgent works on assets
- 156.2. To note issues raised regarding the condition of the Marina Theatre
- 156.3. To consider whether to progress the plans developed for Whitton Green, and to explore other sources of funding, following confirmation that the application for Pocket Parks funding was unsuccessful
- 156.4. To consider changing name of the KPIs Working Group to the Norse Contract Working Group
- 156.5. To consider the sale and change of use of a Council building (confidential)
- 156.6. To consider the following recommendations from the Assets, Inclusion and Development Committee:
  - 156.6a. A maximum budget of £2,500 to purchase cherry trees, a maximum budget of £200 to purchase peace roses and a maximum budget of £800 to plant the cherry trees and peace roses
  - 156.6b. A maximum budget of £500 to purchase three rowan trees and a willow to plant at the Gainsborough Drive pond
  - 156.6c. To seek quotes to progress an intrusive geo-environmental survey of the North Denes land situated between the Tingdene Caravan Park and Links Road
  - 156.6d. To note consent to adopt the red telephone kiosk on Gunton Drive and to appoint signatories to sign the contract of acceptance
  - 156.6e. To explore the cost of installing a defibrillator in the red telephone kiosk on Gunton Drive
  - 156.6f. A maximum budget of £100 to purchase new storage boxes for items of the Lowestoft Collection
  - 156.6g. To submit an application to the Sea-Changers Coastal Fountain Fund 2020, to receive up to £2,000 of funding per site for water bottle refill stations at Sparrows Nest and Kensington Gardens, and to consider any ancillary costs
  - 156.6h. To lock the Town Council's public conveniences overnight and to consider the cost of appropriate signage and contractual arrangements with East Suffolk Norse (some aspects may be confidential)
  - 156.6i. A trial of an automatic door closure lock at the Sparrows Nest disabled public convenience, at a cost of £400 (+VAT) (including labour)

### 157. Date of the next meeting

12 March 2020 17:00

### 158. Items for the next agenda and close

### 159. 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:

- 159.1. Any employment matters, including those at item 154.1
- 159.2. Any legal matters, including those at items 154.2, 156.5 and 156.6h above as required