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 5 March 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

Shona Bendix, Clerk
27 February 2020
Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
17:00 on 5 March 2020

AGENDA

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

161. To receive and consider acceptance of apologies for absence

162. Declarations of Interests and dispensations
162.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda
162.2. To note written requests and grants of dispensations for Disclosable Pecuniary Interests

163. To consider the accuracy of the Minutes
20 February 2020

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

165. To note any updates on banking

166. Budget:
166.1. To monitor the budget for 2019-2020
166.2. To note any bank reconciliations

167. Payments:
167.1. To consider payments for authorisation, including the following:
   167.1a. See schedule
167.2. To note expenditure reports for February 2020 and March 2020 to date (schedule)
167.3. To note the petty cash log (schedule)

168. To consider the following items relating to income:
168.1. To note the income reports for February 2020 and March 2020 to date (schedule)

169. Audit and annual review of finance administration
169.1. To consider the internal audit report and any recommendations
169.2. To consider the audit report/action plan from the Responsible Financial Officer
169.3. To review internal controls
169.4. To note submission of the precept
169.5. To review and adopt Financial Regulations
169.6. To review and adopt the Financial Risk Assessment and Management
169.7. To review banking arrangements and bank signatories
169.8. To review the register of land and assets, including building and office equipment
169.9. To confirm the arrangements for insurance cover
169.10. To determine earmarked reserves and review the General Reserves Policy
169.11. To review and adopt the Grant Awarding Policy
169.12. To review market and events fees
169.13. To note progress with preparations for the External Audit

170. Policies and Procedures
170.1. To review and adopt the following policies and procedures:
   170.1a. Complaints Procedure
   170.1b. Freedom of Information Publication Scheme
   170.1c. Data Retention Policy
170.1d. Data Protection Policy
170.1e. Risk Assessment and Management Policy

171. Other financial matters, including:
171.1. To note planned and urgent works on assets
171.2. To consider the sale and change of use of a Council building (confidential)

172. Date of the next meeting
   16 April 2020 17:00

173. Items for the next agenda and close

174. 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:
174.1. Any employment matters
174.2. Any legal matters, including those at item 171.2 above as required