

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 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

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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

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- 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