

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 18:00 on 8 August 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
31 July 2019

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
18:00 on 8 August 2019

AGENDA

52. Welcome

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

53. To receive and consider acceptance of apologies for absence

54. Declarations of Interests and dispensations

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

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

55. To consider the accuracy of the Minutes

11 July 2019

56. Public Forum

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

57. To note any updates on banking

58. Budget:

58.1. To monitor the budget for 2019-20

58.2. To note any bank reconciliations and consider the appointment of a bank reconciliation councillor

59. Payments:

59.1. To consider payments for authorisation (schedule)

59.2. To note expenditure reports for the month ending 31 July 2019 and August to date (schedule)

59.3. To note the petty cash log (schedule)

60. To consider the following items relating to income:

60.1. To note the income reports for the month ending 31 July 2019 and August to date (schedule)

60.2. CiL and S.106 payments

60.3. To receive an update on any grant-funding streams affecting Council assets.

61. Audit

61.1. To note progress with the external audit

62. Legal and compliance

62.1. To consider an update on any compliance issues and asset management (some aspects might be confidential)

62.2. To receive an update on any relevant legal issues (confidential) including:

62.2a To consider any progress with the lease for the first floor of Hamilton House (confidential)

62.2b To consider the Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential)

62.2c To consider any progress with Land Registry issues (confidential)

62.2d To consider rent and obligations relating to tenancy agreements including those affecting Kensington Gardens and the Marina Theatre (confidential)

62.2e To consider insurance and claims issues relating to open spaces (confidential)

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63. To consider other financial matters, including:

- 63.1. Planned and urgent works on assets
- 63.2. A Sponsorship Policy
- 63.3. Establishing reserves for tree liabilities
- 63.4. A budget for market events (some aspects may be confidential)
- 63.5. The following relating to Hamilton House room hire:
 - 63.5a. Making relevant delegations to the Clerk regarding room bookings at Hamilton House
 - 63.5b. Considering short-term hire of the Lowestoft Room and related rate
- 63.6. Costs linked to the extension of free wi-fi provision to Kensington Gardens
- 63.7. Staff training requirements for 2020-21 and onwards (confidential)

64. Date of the next meeting

12 September 2019

65. Items for the next agenda and close

66. 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:

- 66.1. Any employment matters, including those at item 63.7
- 66.2. Any legal matters, including those listed with item 62 and 63.4 above