

# 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 18:30 on 8 October 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  
1 October 2019

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**18:30 on 8 October 2019**

**AGENDA**

**83. Welcome**

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

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

**85. Declarations of Interests and dispensations**

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

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

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

12 September 2019

**87. Public Forum**

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

**88. To consider a revision to Terms of Reference to accommodate climate emergency actions**

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

**90. Budget:**

90.1. To monitor the budget for 2019-20

90.2. To note any bank reconciliations

90.3. To note a report from the Budget and Loan Working Group and consider any recommendations

90.4. To consider any update following a request to East Suffolk Council regarding arrangements for the Triangle public car park on market days

90.5. To consider an event management budget for transition from the current work under The Ness Steering Group

90.6. To note expenditure and anticipated expenditure from the Civic and Ceremonial budget

**91. Payments:**

91.1. To consider payments for authorisation (schedule), including the following:

91.1a. £124.42 (including VAT) to hire transportation for the NALC Annual Conference

91.2. To note expenditure reports for the month ending 30 September 2019 and October to date (schedule)

91.3. To note expenditure of £112 for additional insurance cover for the Remembrance Sunday service

91.4. To note that a payment of £188 + £37.60 VAT = £225.60 is being made to Seletar signs for replacement play area signage, and will be reimbursed by Waveney Norse

91.5. To note the petty cash log (schedule)

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

92.1. To note the income reports for the month ending 30 September 2019 and October to date (schedule)

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

**93. Audit**

93.1. To note the interim internal audit report and consider an action plan and any recommendations from the Clerk as Responsible Financial Officer

93.2. To note the external audit report

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**94. Legal and compliance**

- 94.1. To consider an update on any compliance issues and asset management (some aspects might be confidential)
- 94.2. To receive an update on any relevant legal issues (confidential) including:
  - 94.2a To consider any progress with the lease for the first floor of Hamilton House, including the following:
    - 94.2ai The IT service charges and cost implications (confidential)
    - 94.2b To consider the Supplemental Agreement between East Suffolk Council, the Marina Theatre Trust and Lowestoft Town Council (confidential)
    - 94.2c The future of the CCTV service (confidential)
- 94.3. To consider making a proposal to East Suffolk Council regarding a land transfer (confidential)
- 94.4. To consider what policy should apply to the retention of email accounts for ex-Councillors

**95. Other financial matters, including:**

- 95.1. To note planned and urgent works on assets
- 95.2. To consider options for an amplification system in the Council Chamber
- 95.3. To recommend adoption of the pre-existing East Suffolk Council policy forbidding traders to trade in public car parks (with a steer from Full Council to consider applying the policy to static traders only and to include provision for deviation for Town Council organised events)
- 95.4. To consider progress with the removal of items from CEFAS
- 95.5. To consider purchase of a business property (confidential)
- 95.6. To consider a new approach to commemorative plaques
- 95.7. To consider the feasibility study for the Town Hall
- 95.8. To consider a recommendation from the Assets, Inclusion and Development Committee to replace play area signage
- 95.9. To consider a recommendation from the Assets, Inclusion and Development Committee to remove asbestos from the Belle Vue Park Yarmouth Road entrance, within a maximum budget of £2,500
- 95.10. To consider increasing the delegation to the Clerk for Town Hall emergency repair work to £10,000

**96. Events and Communications Sub-Committee**

- 96.1. To receive the minutes of the meeting of 23 September 2019 and consider any recommendations
- 96.2. To review the Terms of Reference and consider delegations

**97. To consider the frequency of meetings of the Finance and Governance Committee**

**98. Date of the next meeting**

14 November 2019 17:00

**99. Items for the next agenda and close**

**100. 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:**

- 100.1. Any employment matters
- 100.2. Any legal matters, including those listed with items 94 and 95.5 above