

# 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 9 January 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  
20 December 2019

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**17:00 on 9 January 2020**

**AGENDA**

**130. Welcome**

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

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

**132. Declarations of Interests and dispensations**

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

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

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

16 December 2019

**134. Public Forum**

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

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

**136. Budget:**

136.1. To monitor the budget for 2019-20

136.2. To note any bank reconciliations

136.3. To consider the 2020 – 21 budget, including any recommendations from the Budget and Loan Working Group

136.4. To consider the 2020 – 21 precept

**137. Payments:**

137.1. To consider payments for authorisation, including the following (also see schedule):

137.1a. A payment of up to £2,143.65 for electrical work at the Marina Theatre to disconnect and remove old storage heaters and install new heaters

137.2. To note expenditure reports up to 20 December 2019 (schedule)

137.3. To note the petty cash log (schedule)

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

138.1. To note the income reports up to 20 December 2019 (schedule)

138.2. To receive an update on the Pocket Parks application for Whitton Green

**139. Legal and compliance**

139.1. Employment budgets (confidential)

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

140.1. To note planned and urgent works on assets

140.2. To consider whether delegates from Lowestoft Town Council should attend the NALC Spring Conference in Central London on 17 March 2020 and, if so, to agree the number of delegates and an overall budget (non-member rate is £332.87 per person including fees and VAT), plus travel

**141. Date of the next meeting**

13 February 2020 17:00

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

# **Lowestoft Town Council**

## **Meeting of the Finance and Governance Committee**

**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**

**17:00 on 9 January 2020**

**143. 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:**

143.1. Any employment matters, including those at item 139.1

143.2. Any legal matters, including those at item 139 above as required