

Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend a meeting of the Finance and Governance Committee of Lowestoft Town Council, which will be a video meeting via Zoom, at 15:30 on 10 December 2020. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link for members of the public to observe the meeting is as follows: <https://youtu.be/NfWombsb1ISk>. The link for Councillors to access the Zoom meeting will be sent separately via email. The minutes and all public documents associated with this agenda will be published as usual.** In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments 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.

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Shona Bendix, Clerk
3 December 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
15:30 on 10 December 2020

AGENDA

102. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

103. To receive and consider acceptance of apologies for absence, and any changes to membership of the Committee or its Sub-Committees

104. Declarations of Interests and dispensations

104.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

105. To note that the minutes of the meeting of 12 November 2020 will be considered at the next appropriate meeting.

106. To consider any advance comments from the public on any matters on this agenda

107. Budget:

107.1. To monitor the budget for 2020 – 2021

107.2. To note any bank reconciliations

107.3. To consider a maximum budget for wildflower areas at Clarkes Lane and Daffodil Walk

107.4. To receive the draft minutes from the Budget and Loan Sub-Committee meetings on 16 November 2020, 23 November 2020, 30 November 2020 and 7 December 2020

107.5. To consider and determine recommendations on the draft 2021 – 2022 budget and precept, taking account of the following recommendations from the Budget and Loan Sub-Committee:

107.5a. To waive charges for the use of the Town Council's sports and leisure fees in 2021 – 2022 for clubs and members of the public, with the requirement that sports clubs benefitting from the fee waiver produce an annual report to the Council on how the funds saved have been reinvested

107.5b. To include a budget provision of £25,000 for climate emergency related adjustments, with any underspend being allocated to a climate emergency reserve

108. Payments:

108.1. To note the income and expenditure reports for November 2020 and December 2020 to date

108.2. To note payments made under delegated authority (see schedule)

108.3. To consider any payments for approval (see schedule)

108.4. To note receipt of any applications made under the COVID-19 Grant Awarding Policy and any payments made under delegated authority

109. Standing Orders and Policies Sub-Committee

109.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting on 18 November 2020

109.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:

109.2a. To adopt the Community Engagement Policy, as amended

109.2b. To adopt the Conferring of the Title of Honorary Freemen and Freewomen Policy, as amended

109.2c. To adopt the Equality and Diversity Policy

109.2d. To adopt the Financial Regulations

109.3. To note that the Standing Orders and Policies Sub-Committee is considering Committee and

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Sub-Committee structures and Terms of Reference, and to consider whether to submit any comments

110. Events and Communications Sub-Committee

110.1. To receive the draft minutes from the Events and Communications Sub-Committee meeting on 26 November 2020

111. Other financial matters, including:

111.1. To consider a lease renewal for a tenant (confidential)

111.2. To consider staff terms and conditions (confidential)

111.3. To consider the contract renewal for the office printer (confidential)

112. Date of the next meeting

14 January 2021 15:30

113. Items for the next agenda and close

114. 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:

114.1. Any legal matters, including those above as required