

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 11 June 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/nrbTXRaG_Oc. 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.

S S Bendix

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Shona Bendix, Clerk
4 June 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
15:30 on 11 June 2020

AGENDA

17. Welcome

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

18. To accept apologies for absence from any councillors not in attendance

19. Declarations of Interests and dispensations

19.1. 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

20. To note that the minutes of the meeting of 14 May 2020 will be considered at the next appropriate meeting.

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

22. To review and adopt Sub-Committee arrangements

22.1. To confirm composition of the Budget and Loan Sub-Committee and the Standing Orders and Policies Sub-Committee

22.2. To review and consider adoption of the Terms of Reference for the Budget and Loan Sub-Committee

22.3. To consider any delegations to the Budget and Loan Sub-Committee

23. To review and adopt Working Group arrangements for the Norse Contract Working Group, including composition

24. To note any updates on banking

25. Budget:

25.1. To monitor the budget for 2020 – 2021

25.2. To note any bank reconciliations

26. Payments:

26.1. To consider payments for authorisation, including the following:

26.1a. See schedule

26.2. To note the income and expenditure reports for May 2020 and June 2020 to date

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

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

27. Audit

27.1. To consider the Internal Audit report and recommendations from the Responsible Financial Officer, including the following:

27.1a. To review and adopt the Reserves Policy and to consider allocating £300,000 from the general reserves to the Council's earmarked reserves for asset management and improvement (£200,000 to the capital reserve and £100,000 to the repairs and maintenance reserve)

27.2. To note that the period for the exercise of public rights has been amended to take account of the Bank Holiday

27.3. To note that the External Audit submission has been made

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28. Other financial matters, including:

- 28.1. To review signatory delegations
- 28.2. To consider how the Town Council may appropriately formally offer its thanks to local keyworkers
- 28.3. To note the renewal of the Town Council's corporate registration as a Data Controller with the Information Commissioner's Officer, as of 24 May 2020
- 28.4. To consider an additional member for the East Suffolk Council Capital Grants Programme group
- 28.5. To consider the Reopening High Streets Safely Fund
- 28.6. To consider a draft Infrastructure Investment Plan for CIL and s106
- 28.7. To consider the following recommendations from the Assets, Inclusion and Development Committee:
 - 28.7a. To install lockable bollards at the Maritime Museum and gated entrances to Sparrows Nest
 - 28.7b. A maximum budget of £500 to purchase mulch for Belle Vue Park, Sparrows Nest and Kensington Gardens
 - 28.7c. A maximum budget of £500 to purchase three rowan trees and a willow to plant at the Gainsborough Drive pond
 - 28.7d. Requesting that the Budget and Loan Sub-Committee explore the cost of installing and maintaining defibrillators, to enable budget provision to be made to provide at least two Town Council defibrillators per year, and match fund at least five defibrillators per year for a minimum of the next five years
 - 28.7e. Progressing an application to the Tree Council for trees and whether to progress other measures identified to increase biodiversity at the Town Council's parks and open spaces
- 28.8. To consider debtor and creditor management (confidential), including to consider moving a creditor amount of £10 into general reserves

29. Date of the next meeting

9 July 2020 15:30

30. Items for the next agenda and close

31. 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:

- 31.1. Any legal matters, including those at 28.8 above as required