

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 16:30 on 13 August 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/Kuo8vzvHRYs>. 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
5 August 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
16:30 on 13 August 2020

AGENDA

47. Welcome

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

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

49. Declarations of Interests and dispensations

49.1. 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

50. To note that the minutes of the meeting of 9 July 2020 will be considered at the next appropriate meeting.

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

52. Budget:

52.1. To monitor the budget for 2020 – 2021

52.2. To note any bank reconciliations

52.3. To consider budget implications relating to the implementation of the Defibrillator Policy

53. Payments:

53.1. To note the income and expenditure reports for July 2020 and August 2020 to date

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

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

53.4. To consider the purchase of two new storage units in Normanston Park, within a maximum budget of £8,000 (+VAT)

53.5. To note completion of the VAT return for quarter one

54. Events and Communications

54.1. To confirm Cllr Taylor's membership to the Events and Communications Sub-Committee

54.2. To receive the draft minutes from the Events and Communications Sub-Committee on 30 July 2020

55. Standing Orders and Policies

55.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee on 8 July 2020

55.2. To consider the following matters from the Standing Orders and Policies Sub-Committee:

55.2a. A recommendation to amend the Terms of Reference to include provision for the Town Council's Standing Orders and policies to be reviewed at least quarterly, or as required, and for the Sub-Committee to review its own remit quarterly, or as required

55.2b. To refer to the Full Council meeting prior to the 2021 Annual General Meeting the question of whether the Chairs of Committees should be able to hold the position of Chair or Deputy Chair of that Committee's Sub-Committees. Should Full Council resolve to amend the current position, this amendment would take effect from the date of the 2021 Annual General Meeting

55.2c. A request for the Finance and Governance Committee to review the Town Council's Financial Regulations, including procurement, contracts and preferred supplier arrangements

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- 55.2d. To consider a procurement specification for the Town Council's energy supplier
- 55.2e. A recommendation to amend the Complaints Procedure for the three references to timescales to be standardised to ten working days, and the list represented by bullet points be amended to be represented by numbers or letters
- 55.3. To consider amendments to the Standing Orders and Financial Regulations
- 56. Other financial matters, including:**
- 56.1. To consider further information regarding East Suffolk Council's Government funding for unexpected expenditure incurred due to COVID-19, following this Committee's decision in principle to submit an application
- 56.2. To consider whether there has been any changes to the advice previously given regarding offering thanks to keyworkers and appropriate ways to commemorate the impact of COVID-19, including Suffolk County Council plans for a memorial woodland
- 56.3. To consider the following recommendations from the Assets, Inclusion and Development Committee:
- 56.3a. To explore the cost and progress appropriate signage regarding security arrangements to prevent unauthorised vehicular access to Normanston Park
- 56.3b. To approve a request from a member of the public for a memorial bench near the skate park in Normanston Park, and to consider the ongoing maintenance costs
- 56.4. To note approval of the Tree Council funding application and consider the cost of plans for implementation
- 56.5. To consider the financial implications associated with the declaration of a health emergency
- 57. Date of the next meeting**
10 September 2020 16:30
- 58. Items for the next agenda and close**
- 59. 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:**
- 59.1. Any legal matters, including those above as required