

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 17:00 on 14 May 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/9ogsZkVqWOW>. 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 May 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
17:00 on 14 May 2020

AGENDA

1. Welcome

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

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

3. Declarations of Interests and dispensations

3.1. 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

4. To note that the minutes of the meeting of 16 April 2020 will be considered at the next appropriate meeting.

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

6. To review and adopt Committee arrangements

6.1. To note the membership of the Finance and Governance Committee

6.2. To appoint the Deputy Chair of the Finance and Governance Committee

7. To review and adopt Sub-Committee arrangements for the Events and Communications Sub-Committee and the Standing Orders Sub-Committee

7.1. To review and consider adoption of the Terms of Reference

7.2. To review any delegations

8. To note any updates on banking

9. Budget:

9.1. To monitor the budget for 2020 – 2021

9.2. To note any bank reconciliations

10. Payments:

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

10.1a. See schedule

10.1b. To consider the following regarding The Ness:

10.1bi Whether to proceed with a formal application to Essex and Suffolk Water, at a cost of £138, to provide a mains water supply to the site

10.1bii A maximum budget of £14,000 for EDF Energy to supply electricity to the site

10.2. To note the income and expenditure reports for April 2020 and May 2020 to date

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

10.4. To consider the capital grants payments

11. Audit

11.1. To consider the Internal Audit report and recommendations from the Responsible Financial Officer

11.2. To note progress with preparations for the External Audit

12. Policies and Procedures

12.1. To review and adopt the Complaints Procedure

12.2. To review and adopt the Appraisals Guidance

12.3. 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

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(£200,000 to the capital reserve and £100,000 to the repairs and maintenance reserve)

12.4. To review and adopt the Grant Awarding Policy and to consider how to manage the diverted funds for COVID-19 support and relief

13. Other financial matters, including:

13.1. To consider granting delegated authority to the Clerk to agree the Town Council's electricity supplier

13.2. To consider whether to develop an Infrastructure Investment Plan (for CIL and s106)

14. Date of the next meeting

11 June 2020 17:00

15. Items for the next agenda and close

16. 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