

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 8 October 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/5kl8_wq6xIA. 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
1 October 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
16:30 on 8 October 2020

AGENDA

73. 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.

74. To receive and consider acceptance of apologies for absence

75. Declarations of Interests and dispensations

75.1. 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

76. To note that the minutes of the meeting of 10 September 2020 will be considered at the next appropriate meeting.

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

78. Budget:

78.1. To monitor the budget for 2020 – 2021

78.2. To note any bank reconciliations

78.3. To note receipt of the second instalment of the precept (£918,865.50)

78.4. To review the budget, reserves and precept for 2021 - 2022

78.5. To consider the East Suffolk Norse analysis of the monthly Partnership Fee and the proposed charges for 2021 - 2022 (confidential)

79. Payments:

79.1. To note the income and expenditure reports for September 2020 and October 2020 to date

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

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

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

80. Events and Communications Sub-Committee

80.1. To receive the draft minutes from the Events and Communications Sub-Committee meeting on 24 September 2020

80.2. To consider the following recommendation from the Events and Communications Sub-Committee on:

80.2a. The status of Lowestoft's Remembrance commemoration 2020

81. Budget and Loan Sub-Committee

81.1. To receive the draft minutes from the Budget and Loan Sub-Committee meeting on 1 October 2020

81.2. To consider the following recommendations from the Budget and Loan Sub-Committee:

81.2a. To ringfence a maximum budget of £4,000 within the existing Covid-19 grant fund to cover the cost of hampers to offer thanks to staff at Lowestoft care homes and staff in the James Paget Hospital's Intensive Care Unit

81.2b. An in principle agreement to set a maximum budget of £16,000 for amplification improvements to Hamilton House

82. Standing Orders and Policies Sub-Committee

82.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting on 16 September 2020

82.2. To consider the following recommendations from the Standing Orders and Policies Sub-

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Committee:

82.2a. To adopt the Acquisitions and Disposal Policy, as amended

82.2b. To request approval from the Finance and Governance Committee to carry out a review of the Committee structure (including Sub-Committees and Working Groups), Standing Orders and Terms of Reference

83. Other financial matters, including:

83.1. To note that the required re-declaration of compliance has been made to the Pension Regulator on 29 September 2020

83.1. To consider progressing autumn bulb planting, within a maximum budget of £1,700

83.2. To consider purchasing two lockable bollards for Kensington Gardens, within a maximum budget of £200

83.3. To consider the costs associated with implementation of the Tree Council funding, within a maximum budget of £10,508.88

83.4. To consider progressing the purchase of a cherry tree for the Gainsborough Drive pond, within a maximum budget of £50

83.5. To consider the recipients, costs and nature of the luxury hampers being offered as thanks for frontline work during the pandemic, and to consider where within the budget the funding will come from

83.6. To consider works at Normanston Park and the related cost (confidential)

84. Date of the next meeting

12 November 2020 16:30

85. Items for the next agenda and close

86. 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:

86.1. Any legal matters, including those above as required