

# 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 at 13:00 on 1 July 2021, at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/89804232700>. The meeting can also be observed via the following link: <https://youtu.be/fBtoJttB6Qk>. 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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk  
24 June 2021

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**13:00 on 1 July 2021**

**AGENDA**

**31. Welcome**

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

**32. To receive and consider acceptance of apologies for absence**

**33. Declarations of Interests and dispensations**

33.1. 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

**34. To consider the draft minutes of the meeting on 10 June 2021**

**35. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**36. Budget and Loan:**

36.1. To monitor the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets

36.2. To note any bank reconciliations (April and May noted by Full Council 22 June 2021)

36.3. To adopt the Terms of Reference of the Budget and Loan Sub-Committee

36.4. To consider draft commentaries for the general and earmarked reserves, and associated review of the Reserves Policy

36.5. To consider increasing the target of the earmarked reserve for the staff budget

36.6. To consider increasing the target of the repairs and maintenance earmarked reserve

36.7. To consider setting a target for the capital works earmarked reserve

36.8. To consider the adequacy of the compliance budget and the allocation of the expenditure on legionella management of £2,759.15 plus VAT for the risk assessment programme for 2021, and £7,127.52 plus VAT for the monitoring and maintenance programme

36.9. To consider any additional recommendations relating to general and earmarked reserves

**37. Payments:**

37.1. To note the income and expenditure reports for June 2021 and July 2021 to date, including payments made under delegated authority (see schedules)

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

**38. Standing Orders and Policies**

38.1. To receive and note the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 16 June 2021

38.2. To note changes to the membership of the Standing Orders and Policies Sub-Committee

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

38.3a. To adopt the Terms of Reference of the Standing Orders and Policies Sub-Committee

38.3b. To adopt the following Town Council policies:

38.3bi Public Participation Protocol (Video Meetings), as amended

38.3bii Video Meeting Protocol, as amended

38.3biii Sustainability Strategy, as amended

38.3biv Infrastructure Investment Plan, as amended

38.3bv Defibrillator Policy, as amended

38.3bvi Community Engagement Policy

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- 38.3bvii Co-option Policy, as amended
- 38.3bviii Mulch Policy
- 38.3bix Social Media Protocol
- 38.3bx Training and Development Policy

**39. Other financial matters, including:**

- 39.1. To consider the following regarding grants:
  - 39.1a. Additional information from Sunrise Studios with regard to the grant application previously submitted
  - 39.1b. Additional information from The Peoples Carpet Bowls Club with regard to the grant application previously submitted
- 39.2. To consider the cost of providing smartphones to all Town Council officers
- 39.3. To consider the cost of providing laptops to all Councillors
- 39.4. To consider recommendations for a payroll provider
- 39.5. To receive an update on the request to apply for District Council locality funding in respect of the memorial lecterns for Belle Vue Park and Kensington Gardens
- 39.6. To consider a funding request from the Lowestoft Museum (some aspects may be confidential)
- 39.7. To consider insurance arrangements for benches, bins, bicycle racks and play equipment (confidential)
- 39.8. To consider the lease and financial arrangements for a tenant (confidential)

**40. Date of the next meeting**

12 August 2021 13:00

**41. Items for the next agenda and close**

**42. 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:**

- 42.1. Any legal matters, including those above as required