

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 30 November 2021, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

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/82102381024>. The meeting can also be observed via the following link: <https://youtu.be/X6snaZFXBd0>. 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
23 November 2021

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on 30 November 2021

AGENDA

94. Welcome

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

95. To receive and consider acceptance of apologies for absence

96. Declarations of Interests and dispensations

96.1. 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

97. To consider the draft minutes of the meeting on 4 November 2021

98. 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.

99. Budget and Loan:

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

99.2. To note any bank reconciliations

99.3. To receive and note the draft minutes of the Budget and Loan Sub-Committee meetings on 8, 15, 22 and 29 November 2021

99.4. To note decisions from November's Full Council meeting regarding the 2022 – 2023 budget

99.5. To consider any input from the Budget and Loan Sub-Committee meeting of 29 November 2021 into any recommendations this Committee may wish to make to Full Council regarding the 2022 – 2023 budget and precept

99.6. To consider and determine recommendations to Full Council on the draft 2022 – 2023 budget and precept

99.7. To receive updated General and Earmarked Reserves positions, following resolutions made by Full Council in August

99.8. To consider Marina Theatre leases and funding (confidential)

100. Payments:

100.1. To note the income and expenditure reports for November 2021, including payments made under delegated authority (see schedules)

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

101. Grants:

101.1. To consider the following grant applications:

101.1a. Another Angle Studio for £2,400

101.1b. A request from Lowestoft Shopmobility for additional grant funding of £20, in addition to the £317 previously approved

101.2. To consider a request from the Promoting Pakefield Group to repurpose the grant funding previously given

102. Standing Orders and Policies:

102.1. To review the following Town Council policies:

102.1a. Financial Regulations

102.1b. Financial Risk Assessment

102.1c. Investment Policy

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103. Other financial matters, including:

- 103.1. To review the Town Council's Asset Register
- 103.2. To consider the implementation of approved capital projects, including progressing pond works and appointment of a project manager to oversee toilet refurbishments
- 103.3. To consider agreeing a budget for the reinstatement of the Sparrows Nest beacon
- 103.4. To consider the cost of works required to secure a boundary of the Britten Road play area
- 103.5. To consider a request from the Cricket Club for assistance/support of their proposals to improve the Denes Oval clubhouse facilities, following a site visit on 23 November 2021
- 103.6. To consider any expenditure requests from the Community Safety Committee meeting of 24 November 2021, which may exceed that Committee's financial delegation
- 103.7. To consider the financial implications of acquiring electric vehicles
- 103.8. To consider the application of the decision to purchase staff car parking passes
- 103.9. To determine where the unbudgeted 2021 – 2022 membership to the Suffolk Association of Local Councils should be funded from
- 103.10. To receive an update on asset transfer matters (some aspects may be confidential)
- 103.11. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 103.12. To consider any expenditure requests from the Events and Communications Sub-Committee meeting of 25 November 2021 that may exceed that Sub-Committee's financial delegation, including two possible additions to Major Events (some aspects may be confidential)
- 103.13. To receive an update on the Hamilton House lease and business rates (confidential)
- 103.14. To consider rent arrangements for a tenant during any period of closure required for building works (confidential)

104. Date of the next meeting

13 January 2022 14:30

105. Items for the next agenda and close

106. 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:

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