

# 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 15:00 on 11 July 2022, 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/89534827488>. The meeting can also be observed via the following link: [https://youtu.be/B6Ym4SRkf\\_Q](https://youtu.be/B6Ym4SRkf_Q). 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  
4 July 2022

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 11 July 2022**

**AGENDA**

**16. Welcome**

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

**17. To receive and consider approval of apologies for absence**

**18. Declarations of Interests and dispensations**

18.1. To receive Declarations of Disclosable Pecuniary and Other Registerable 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

**19. To consider the draft minutes of the meeting on 9 June 2022**

**20. 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.

**21. To review the Terms of Reference of the Finance and Governance Committee**

**22. Budget and Loan:**

22.1. To consider any recommendations regarding the budget and reserves, arising from the Budget and Loan Sub-Committee meeting on 11 July 2022

22.2. To consider a request from Cllr Youngman to join the Budget and Loan Sub-Committee

22.3. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets

22.4. To note any bank reconciliations

**23. Payments and Receipts:**

23.1. To note the income and expenditure reports for June 2022 and July 2022 to date, including payments made under delegated authority (see schedules)

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

**24. Standing Orders and Policies:**

24.1. To consider the following recommendations arising from the Standing Orders and Policies Sub-Committee meeting on 4 July 2022:

24.1a. To adopt the following policies, as amended:

24.1ai. Acquisitions and Disposal Policy

24.1aii. Adverse Weather Policy

24.1aiii. Anti-Harassment and Bullying Policy

24.1aiv. Appraisals Guidance

24.1av. Complaints Procedure

24.1avi. Conferring of the Title of Honorary Freemen and Freewomen (Post Award)

24.1avii. Conferring of the Title of Honorary Freemen and Freewomen

24.1b. To adopt the Community Engagement Policy and ask the Events and Communications Sub-Committee and Assets, Inclusion and Development Committee to consider its implementation

24.1c. To ask the Events and Communications Sub-Committee and Assets, Inclusion and Development Committee to ensure alignment between the Booking Form for Hire of Community Halls and the Event Application Form

24.1d. To review the Reporting Procedure for Assets and Maintenance when arrangements for grounds maintenance have been determined

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**25. Grants:**

25.1. To consider the following grant applications:

25.1a. Inclusive Response C.I.C. for £2,000

25.1b. John Ward for £2,374

25.1c. Lowestoft Town Football Club for £1,500

25.1d. John Durrant for £185

25.1e. Amy Smith for £100

25.1f. Lowestoft Food Network for £10,000, and to consider an annual contribution of £10,000 to the Lowestoft Food Network, with effect from 2023 – 2024 financial year

**26. Other financial and governance matters, including:**

26.1. To consider financial recommendations arising from the Assets, Inclusion and Development Committee on 4 July 2022 which exceed that Committee's financial delegation

26.2. To note the need to appoint a new Internal Auditor for 2022 – 2023

26.3. To consider amplification and streaming equipment options for the Council Chamber

25.2 To consider the cost of play area refurbishments

25.3 To consider the cost of work to a retaining wall in Sparrows Nest

25.4 To receive an update on commencement of the Sparrows Nest preventative repairs programme, and to consider budgeting implications

25.5 To review the credit card per item expenditure limits for the Town Clerk and Deputy Town Clerk

25.6 To finalise any procurement or governance arrangements relating to the Lowestoft Town Tennis Club capital works at the Denes Oval, following the approval of the planning application

25.7 To receive an update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential)

25.8 To consider the application of the Lone Worker Policy to the Town Hall project, with particular reference to consultants and contractors working unaccompanied in the building (some aspects may be confidential)

25.9 To consider the review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)

25.10 To receive an update on progress with the new Marina Theatre lease (some aspects may be confidential)

25.11 To consider the IT contract for the Town Council offices (some aspects may be confidential)

25.12 To consider allocation of unspent ring-fenced funds to potential income deficit recovery and capital works earmarked reserve (confidential)

**27. To review lease arrangements for the following (some aspects may be confidential):**

27.1. War Memorial Museum

27.2. Royal Naval Patrol Service Association Museum

27.3. Martello's and Giardino's

27.4. Moviemakers Theatre

27.5. Maritime Museum

27.6. Gunton Estate Residents' Meeting Hall

**28. Date of the next meeting**

8 August 2022 15:00

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

**30. 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:**

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30.1. Any legal matters, including those above as required