

# Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend an Extraordinary Meeting of the Finance and Governance Committee of Lowestoft Town Council at 14:00 on 19 October 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 submitting 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/81159931155>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/VwWls3NTcXE>.

*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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 case 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.

To help prevent the spread of infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*A Pearce*

.....  
Cllr Andy Pearce, Chair  
12 October 2022

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 19 October 2022**

**AGENDA**

**94. Welcome**

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

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

**96. Declarations of Interests and dispensations**

96.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda

96.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

**97. To consider the draft minutes and appended confidential notes of the meetings on 26 September, 10 October and 11 October 2022**

**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. Grants**

99.1. To consider a time-sensitive grant application from the YMCA Trinity Group for £500

**100. Town Hall**

100.1. To consider the income shortfall for the Town Hall development (confidential)

100.2. To assess and consider the Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential)

**101. Marina Theatre**

101.1. To consider any unbudgeted capital funding requirements for the current financial year

101.2. To consider capital funding requirements during 2023 – 2024 (some aspects may be confidential)

101.3. To receive an update on progress with the new lease (some aspects may be confidential)

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

102.1. To consider the budgetary allocation for any further recruitment

102.2. To receive an update on appointing an HR consultant

102.3. To consider if and how to budget for replenishment based on life expectancy of recent capital upgrades and anticipated replacement dates

102.4. To consider making a recommendation to Full Council to make a representation to national Government via the local Member of Parliament, the local Food Network and other local outlets as required regarding concerns about the need for Local Councils to provide support previously available through central Government

102.5. To receive an update regarding the recent email outage, and to review associated communication from the Council's IT provider

102.6. To review the protocol that was followed during the official period of mourning following the death of Her Majesty The Queen, and understand what is statutory requirement and what is discretionary

102.7. To consider the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)

102.8. To consider the IT services contract, including any transitional costs (confidential)

102.9. To receive an update on progressing the lease for the workshop/storage premises (confidential)

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:00 on 19 October 2022**

- 102.10. To receive an update on non-payment of rent by a tenant and to consider next steps (confidential)
- 102.11. To consider the purchase of an item of Lowestoft Porcelain (confidential)
- 102.12. To consider the cost of progressing intrusive geo-environmental surveys for land at Britten Road (confidential)

**103. To consider lease and licence arrangements for the following (some aspects may be confidential):**

- 103.1. Royal Naval Patrol Service Association Museum
- 103.2. Martello and Giardino
- 103.3. Moviemakers Theatre
- 103.4. Maritime Museum
- 103.5. Gunton Estate Residents' Meeting Hall

**104. Date of the next meeting**

14 November 2022 15:00

**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