

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 14:00 on 23 May 2023, 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/85858356421>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/6MERpwtqSIM>.

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.

S. Bendix

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Shona Bendix, Clerk
17 May 2023

Lowestoft Town Council

Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

14:00 on 23 May 2023

AGENDA

1. Welcome

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

2. To receive and consider approval of apologies for absence

3. Declarations of Interests and dispensations

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

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

4. To consider the draft minutes and appended confidential notes of the meeting on 26 April 2023

5. 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.

6. To review and adopt Committee arrangements

6.1. To note the membership of the Finance and Governance Committee

6.2. To appoint the Deputy Chair of the Finance and Governance Committee

7. Budget and Loan:

7.1. To review and adopt Budget and Loan Sub-Committee arrangements, including the following:

7.1a. To consider composition

7.1b. To review and consider adoption of the Terms of Reference

7.1c. To agree the meeting schedule

7.2. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets

7.3. To note any bank reconciliations

8. Standing Orders and Policies

8.1. To review and adopt Standing Orders and Policies Sub-Committee arrangements, including the following:

8.1a. To consider composition

8.1b. To review and consider adoption of the Terms of Reference

8.1c. To agree the meeting schedule

8.2. To consider compliance with the Investment Policy and consider any matters raised by the auditor to be included in this policy

9. Payments and Receipts:

9.1. To note the income and expenditure reports for April 2023 and May 2023 to date, including payments made under delegated authority (see schedules)

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

10. Grants

10.1. To note the receipt of the following grant applications and consider whether they require urgent consideration:

10.1a. Kirkley Pocket Parks Group - £646.09

10.1b. Lowestoft Community Church - £3,402.00

10.1c. Suffolk County Football Association - £2,000.00

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10.1d. Suffolk County Football Association CIL - £10,000

10.1e. Lowestoft Town Football Club Ltd (amount to be considered)

10.2. To give early consideration to a possible sponsorship arrangement for the South Pier

11. Other financial and governance matters, including:

11.1. To consider the following budget allocations:

11.1a. For the purchase of bicycle racks, within a maximum budget of £5,000

11.1b. For additional street cleaning outside the Marina Theatre during the kittiwake nesting season for this year

11.1c. An additional budget of £5,000 for the Pride Event

11.1d. The additional funds to cover the 5% price increase in the cost of hiring the sound system for Full Council meetings

11.2. To note receipt of locality funding to cover the cost of the defibrillator to be installed in Fen Park, with any residual funds to contribute to the purchase of the Fen Park noticeboard

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

12.1. Royal Naval Patrol Service Association Museum

12.2. Martello and Giardino

12.3. Maritime Museum

12.4. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)

12.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)

13. Date of the next meeting

12 June 2023 15:00

14. Items for the next agenda and close

15. 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:

15.1. Any legal matters, including those above as required