

# 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 10:30 on 14 May 2024, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is held in accessible premises and open to the public and press to attend.**

Those attending 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/85040801593>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/kGz1i80tP7A>.

*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. Foote*

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Sarah Foote, Acting Town Clerk  
10 May 2024

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:30 on 14 May 2024**

**AGENDA**

**178. Welcome**

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

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

**180. Declarations of Interests and dispensations**

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

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

**181. To consider the draft minutes of the meeting on 22 April 2024**

**182. 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.

**183. To consider the following items deferred from the previous meeting:**

183.1. To consider the implementation of the Town Council's IT Policy with regard to email correspondence

**184. Budget and Loan:**

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

184.2. To note any bank reconciliations

**185. Payments and Receipts:**

185.1. To note the income and expenditure reports for April 2024 and May 2024 to date, including payments made under delegated authority (see schedules)

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

**186. Grants & Sponsorships**

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

186.1a. St Luke's Whitton Pantry - £2,000

186.1b. Sunrise Film Festival - £5,000

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

187.1. To note receipt of the 2024 NALC Model Finance Regulations and agree a timetable for consideration and adoption

187.2. Grounds Maintenance:

187.2a. To consider the cost and budget allocation for the service costs of grounds maintenance vehicles

187.2b. To consider the purchase of a quality second-hand van of transit size, or smaller, within a budget of £10,000

187.2c. To consider the purchase of mowers for the sports facilities

187.2d. To consider initial hire of an aerator and future purchase at a cost of £15,000-£20,000

187.3. To consider approval of the expenditure and budget allocation of £1,236 for an ecology report for the Marina Theatre Project

187.4. To consider a recommendation to Full Council on grant and sponsorship opportunities with the International Boatbuilding Training College

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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10:30 on 14 May 2024

- 187.5. To receive the notes and ratify the suggestions of the meeting with Ventura Cottage regarding a bid to the National Archives with Lowestoft Town Council as their partner
- 187.6. To consider the Town Council submitting a planning application to sensitively recreate the original 100-year-old wall advertising at 127 High Street, Lowestoft or, alternatively, submitting a statement to highlight that a third part is undertaking this work on behalf of the council. East Suffolk Council's pre-planning application guidance refers

**188. Date of the next meeting**

11 June 2024 10:30 – To be confirmed at the Annual General Meeting

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

- 190. 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:**

190.1. Any legal matters, including those above as required