

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 10:00 on 24 June 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/82665858641>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/QeQGKXJz-kg>.

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.

A. Pearce

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Andy Pearce, Chair
21 June 2024

Lowestoft Town Council
Extraordinary Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:00 on 24 June 2024

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 of the meeting on 14th May 2024**
- 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 arrangement:**
 - 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
 - 6.3. To note the Terms of Reference
 - 6.4. To agree the meeting schedule
 - 6.5. To review the delegations of this Committee
 - 6.6. To note the financial responsibilities of this 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
 - 7.1d. To review the delegations of the Sub-Committee
 - 7.2. To monitor the budget for 2024 – 2025, including delegated Committee and Sub-Committee budgets
 - 7.3. To note any bank reconciliations
- 8. To review and adopt Working Group arrangements for the Standing Orders and Policies Working Group**
- 9. Payments and Receipts:**
 - 9.1. To note the income and expenditure reports for May 2024 and June 2024 to date, including payments made under delegated authority (see schedules)
 - 9.2. To consider any payments for approval (see schedule)
- 10. Grants & Sponsorships**
 - 10.1. To consider the following grant applications:
 - 10.1a. Promoting Pakefield Group (PPG) - £1,865
 - 10.1b. Robert Mayes Charity - £1,500
 - 10.1c. Lowestoft Foodbank - £1,500
 - 10.1d. Keepers Daughter CIC - £1,200
 - 10.1e. East Suffolk One Radio - £296
 - 10.1f. Ventura Cottage - £606

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- 10.1g. Most Easterly Community Group - £100.80
- 10.1h. Cycling in Lowestoft - £158
- 10.1i. Music Prescription CIC - £4,920
- 10.2. To consider a recommendation to Full Council regarding a grant application from Lowestoft North Cliff Community Garden CIO and the Conservation Volunteers (TCV) for £15,000
- 10.3. To note communications from Disability Advice North East Suffolk regarding a £3,000 surplus from their £10,000 grant and consider relevant actions
- 10.4. To consider a recommendation to Full Council on grant and sponsorship opportunities with the International Boatbuilding Training College

- 11. Other financial and governance matters, including:**
 - 11.1. To note the internal control review completed on 28th May 2024
 - 11.2. To consider the internal audit report for the year ending 31 March 2024 and any matters arising
 - 11.3. To consider variations in Denes Oval Smart Gate programme and reduced capital costs
 - 11.4. To consider the cost and budget allocation for the service costs of grounds maintenance vehicles
 - 11.5. To receive information from the grounds maintenance team on the feasibility of hiring LTC grounds maintenance services to surrounding parishes
 - 11.6. To consider the budget allocation for the expenditure of £18,000 for the replacement of internal fire doors at the Marina Theatre
 - 11.7. To consider a recommendation to Full Council on a partnership arrangement with Ventura Cottage regarding a bid to the National Archives
 - 11.8. To consider a quotation for licences to install Microsoft Office on councillor laptops
 - 11.9. To consider fee rates for commercial business on LTC-owned assets and any officer delegations
 - 11.10. To consider a maximum budget for potential works on a Lowestoft Town Council building asset (confidential)
 - 11.11. To consider matters relating to office rental charges (confidential)

- 12. Date of the next meeting**
9 July 2024 10:30 – To be confirmed

- 13. Items for the next agenda and close**

- 14. 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:**
 - 14.1. Any legal matters, including those above as required