

# 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 12:00 on 19 August 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/81328862721>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/ydCrfbcfVec>.

*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  
16 August 2024

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**12:00 on 19 August 2024**

**AGENDA**

**30. Welcome**

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

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

**32. Declarations of Interests and dispensations**

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

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

**33. To consider the draft minutes and confidential note of the meeting on 16<sup>th</sup> July 2024**

**34. 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.

**35. Budget and Loan:**

35.1. To monitor the budget for 2024 – 2025, including delegated Committee and Sub-Committee budgets

35.2. To note any bank reconciliations

35.3. To consider any recommendations from the Budget and Loan Sub-Committee:

35.3a. Terms of Reference

35.3b. The meeting schedule

**36. Payments and Receipts:**

36.1. To note the income and expenditure reports for July 2024 and August 2024 to date, including payments made under delegated authority (see schedules)

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

36.2a. To consider a payment of £603 for a Dosatron fertiliser injector

**37. Grants and Sponsorships**

37.1. To note the received grant applications and consider whether they require urgent consideration:

37.1a. Lowestoft Town Football Club - No specified amount

37.1b. Citizens Advice - £3,000

37.2. To consider the received grant application feedback form:

37.2a. Robert Mayes Charity

37.3. To consider supporting the Britten as a Boy fundraiser through the purchase of a maquette

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

38.1. To review and consider a recommendation to Full Council on the rationalisation of 9.1 and 9.2 of the Financial Regulations, including current authorised users and scenarios, protocol for reviewing and adding new authorised users and review of authorisation limits

38.2. Sports:

38.2a. To note Parks Tennis Project expenditure to date and to consider budget provision for installation of a practice wall at Denes Oval

38.2b. To agree a budget for the purchase of additional sports equipment

38.3. To consider options and costs for a temporary heating solution for the Marina Theatre from October 2024 – April 2025

# Lowestoft Town Council

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12:00 on 19 August 2024

- 38.4. To consider budget provision for an extension of the Bulky Waste Trial Scheme
- 38.5. To consider whether to make a recommendation to Full Council to allow councillors access to Lowestoft Town Council emails on their personal devices
- 38.6. To receive an update on the proposed approach and timescales for bringing payroll operations inhouse (some aspects may be confidential)
- 38.7. To give early consideration to preparations for the annual budget exercise, including sourcing budget requests from officers and other Committees and Sub-Committees, and managing the financial transition from Hamilton House to the Town Hall (some aspects may be confidential)
- 38.8. To consider submitting feedback and a recommendation to Full Council regarding the draft Hamilton House lease (confidential)

### **39. Date of the next meeting**

10<sup>th</sup> September 2024 - 10:30

### **40. Items for the next agenda and close**

- 41. 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:**

41.1. Any legal matters, including those above as required