

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 8 October 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/87522602180>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/21YJrAiX4Do>.

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.

S. Foote

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Sarah Foote, Acting Town Clerk
1 October 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 8 October 2024

AGENDA

54. Welcome

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

55. To receive and consider approval of apologies for absence

56. Declarations of Interests and dispensations

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

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

57. To consider the draft minutes and confidential note of the meeting on 10 September 2024

58. 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.

59. Budget and Loan:

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

59.2. To note any bank reconciliations

59.3. To approve the minutes of the Budget and Loan Sub-Committee meeting on Monday 12 August 2024

59.4. To consider the process of engagement between Councillors and Officers in relation to the 2025/2026 budget setting work, where communication is required outside of Budget and Loan and Finance and Governance meetings (some aspects may be confidential)

60. Payments and Receipts:

60.1. To note the income and expenditure reports for September 2024 and October 2024 to date, including payments made under delegated authority (see schedules)

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

61. Grants and Sponsorships

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

61.1a. HighTide - £10,000

61.1b. Lowestoft North Cliff Community Garden – £125

61.1c. Kirkley People's Forum – £1,395

61.2. To consider the following grant application feedback forms:

61.2a. The Seagull Lowestoft CIC

61.3. To receive an update on progressing the sponsorship arrangement with the International Boatbuilding Training College

61.4. To consider a request for sponsorship from Kirkley People's Forum

62. Other financial and governance matters, including:

62.1. To note the interim internal audit report for the year ending March 2025

62.2. To note the external audit report for the year ending March 2024

62.3. To receive an update on the procurement of the cricket net training area

62.4. To consider a quote for tennis court maintenance equipment (some aspects may be confidential)

62.5. To consider matters relating to the governance and funding of Arnold's Bequest, from

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the standpoint of Lowestoft Town Council as a key stakeholder but not landowner

- 62.6. To consider governance protocols where two or more Committees or Sub-Committees are asked to consider the same or overlapping items, including the timing of policy reviews, in order to prevent or mitigate duplication, circumvention of Standing Orders, disrespect of Committee delegations and conflicting resolutions
- 62.7. To note existing scheme of delegation as adopted at the Annual General Meeting and consider any recommendations for revisions to these delegations
- 62.8. To consider making a recommendation to Full Council to determine event applications, including any exceptions or refinements to deal with particularly subjective or contentious scenarios
- 62.9. To note correspondence relating to recover of fees paid (some aspects may be confidential)

63. Date of the next meeting

12 November 2024 - 10:30

64. Items for the next agenda and close

- 65. 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:**

65.1. Any legal matters, including those above as required