

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 12 November 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/81601533661>. The meeting can also be observed via YouTube on the following link: https://youtu.be/xVpHf_5hbmK.

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
6 November 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 12 November 2024

AGENDA

76. Welcome

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

77. To receive and consider approval of apologies for absence

78. Declarations of Interests and dispensations

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

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

79. To consider the draft minutes and confidential note of the meeting on 8 October 2024 and the extraordinary meeting on 28 October 2024

80. 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.

81. Budget and Loan

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

81.1a. To consider possible costs in relation to the BoxUp installation at Normanston Park following Year One (some aspects may be confidential)

81.1b. To consider legal costs still to be invoiced (confidential)

81.2. To note any bank reconciliations

81.3. To review progress with preparation of the 2025/2026 budget and consider associated timescales and communications (some aspects may be confidential)

81.3a. To consider consultancy costs (some aspects may be confidential)

81.3b. To consider possible costs in relation to the BoxUp installation at Denes Oval and other potential locations (some aspects may be confidential)

82. Payments and Receipts:

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

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

83. Grants and Sponsorships

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

83.1a. The Seagull Lowestoft CIC - £1,500

83.1b. Lowestoft Carnival - £6,710

83.1c. Paper-works - £1,469.40

84. Other financial and governance matters, including:

84.1. To consider the feedback from the Finance and Governance Committee Schedule poll and make a recommendation to Full Council on a new regular meeting schedule

84.2. To note the award of the contract to replace cricket nets at Denes Oval

84.3. To consider costs for additional tennis and pickleball equipment

84.4. To consider approval of hire of additional vehicle for grounds maintenance from 1 December 2024 to 31 March 2025.

84.5. To consider any recommendations from Personnel Committee for expenditure on consultancy services (some aspects may be confidential)

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- 84.6. To consider a request to provide a Councillor with a Town Council mobile device (some aspects may be confidential)
- 84.7. To consider a delegation to officers to receive and resolve requests from Councillors to be provided with a Town Council mobile device to access Town Council emails
- 84.8. To consider additional procurement advice (some aspects may be confidential)

- 85. To review the following policies:**
 - 85.1. Acquisitions and Disposal
 - 85.2. Financial Regulations
 - 85.3. Grant Awarding
 - 85.4. Infrastructure Investment Plan
 - 85.5. Investment
 - 85.6. Reserves
 - 85.7. Sponsorship and Advertising

- 86. Date of the next meeting**
10 December 2024 - 10:30 – To be confirmed

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

- 88. 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:**
 - 88.1. Any legal matters, including those above as required