

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 15:00 on 9 December 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/81686404718>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/-Fn4bvChlwk>.

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
4 December 2024

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 9 December 2024

AGENDA

89. Welcome

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

90. To receive and consider approval of apologies for absence

91. Declarations of Interests and dispensations

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

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

92. To consider the draft minutes and confidential note of the meeting on 12 November 2024

93. 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.

94. Budget and Loan

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

94.1a. To consider legal costs still to be invoiced (confidential)

94.2. To note any bank reconciliations

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

95. Payments and Receipts:

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

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

96. Grants and Sponsorships

96.1. To consider the following grant applications:

96.1a. True Colours of Lowestoft - £888

96.1b. St Luke's Whitton Pantry - £2,000

96.1c. Use It All - £1,360

96.1d. Barge Preservation Community Project CIC - £5,375.17

96.1e. Lowestoft Town Tennis & Pickleball Club - £504

96.1f. St Andrews Church - £1,500

97. Other financial and governance matters, including:

97.1. Financial

97.1a. To receive a recommendation from the Assets, Inclusion and Development Committee and consider a budget for Suffolk Day 2025 and necessary officer delegations

97.1b. To consider the funding allocation for the Lowestoft Town Council, Lowestoft 10k Run

97.1c. To consider a commitment to a six-year 'Grass Maintenance Fund' for the Normanston Park football pitches in conjunction with the Football Foundation

97.1d. To receive an update from the Lowestoft and Northern Parishes Community Partnership meeting of 5 December 2024 and to consider financial and contractual implications for BoxUp installations at Normanston Park, Denes Oval and possibly future sites (some aspects may be confidential)

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- 97.1e. To consider the identification and sourcing of grant funding within the Town Council's wider financial planning and strategy (some aspects may be confidential)
- 97.1f. To consider a request from the Marina Theatre for replacement of a projector, based on hire for two years with an option to purchase from Year Three (confidential)
- 97.2. Governance:
 - 97.2a. To consider a paper on Committee and Sub-Committee structure
 - 97.2b. To consider a recommendation to Full Council to submit a response to the Government consultation on enabling remote attendance and proxy voting at Local Authority Meetings
 - 97.2c. To receive an update on governance of the Lowestoft Youth Forum Working Group

- 98. Date of the next meeting**
13 January 2025 - 15:00

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

- 100. 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:**
 - 100.1. Any legal matters, including those above as required