

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 10 March 2025, 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/87894100080>. The meeting can also be observed via YouTube on the following link: https://youtu.be/CBxO6Nt_fc8.

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
3 March 2025

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
15:00 on 10 March 2025

AGENDA

129. Welcome

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

130. To receive and consider approval of apologies for absence

131. Declarations of Interests and dispensations

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

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

132. To consider the confidential note of the meeting on 12 November 2024 and the draft minutes of the meeting on 10 February 2025

133. 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.

134. Budget and Loan

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

134.2. To note any bank reconciliations

135. Payments and Receipts:

135.1. To note the income and expenditure reports for February 2025 and March 2025 to date, including payments made under delegated authority (see schedules)

135.2. To consider any payments for approval (see schedule), including the following:

135.2a. STIHL MH445 Petrol Tiller at a cost of £584.38

136. To consider adoption of the following:

136.1. Sponsorship Application

136.2. Sponsorship Terms document

137. Grants and Sponsorships

137.1. To consider the following grant applications:

137.1a. Friends of Claremont Pier CIC - £5,000

137.1b. Lowestoft & Oulton Broad Motor Boat Club Limited - £2,000

137.1c. Sunrise Film Festival c/o Access Community Trust - £5,000

137.1d. Lowestoft & District Independent Archive - £2,210

137.1e. Pakefield Coast Protection C.I.C - £1,285

137.2. To receive a draft form of the Grant Applications matrix and note applicants due to provide their six-month update

138. Other financial and governance matters, including:

138.1. To receive an update from the Youth Forum Working Group on its Terms of Reference

138.2. To review fees and charges from 1 April 2025

138.3. To consider development and implementation of a Town Council business plan (consultant-led project)

138.4. To consider strategic financial planning and make arrangements for necessary meetings

138.5. To give initial consideration to the annual review of officer delegations for the civic year 2025/2026

138.6. To consider costs for additional software to enable document accessibility

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139. To review the following policies:

139.1.Financial Regulations

139.2.Reserves

140. To receive recommendations from the Standing Orders and Policies Working Group on the following policies:

140.1.Infrastructure Investment Plan

140.2.Investment

140.3.Sponsorship and Advertising

140.4.Memorial Planting

140.5.Memorial Benches

140.6.Ponds and Waterways

140.7.Employee Handbook

140.8.Member/Officer Protocol

141. Date of the next meeting

14 April 2025 - 15:00

142. Items for the next agenda and close

143. 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:

143.1.Any legal matters, including those above as required