Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend a Meeting of the Lowestoft Town Council Finance and Governance Committee at First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE as specified in the attached agenda.

The meeting is open to the public and press to attend and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Please note that if members of the public are unable to attend the meeting, they may submit comments in writing. In providing such comments they accept that, where they are suitable, they may be considered at the meeting and published in our minutes. However, they 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 also 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 a disclosable pecuniary interest in a matter on the Agenda cannot take part or vote on that matter, 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 S Bendix

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Shona Bendix, Clerk
20 December 2018
Lowestoft Town Council  
Meeting of the Finance and Governance Committee  
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
18:00 on 10 January 2019  

AGENDA

408. Welcome  
To welcome the meeting, explain the fire evacuation procedure and remind councillors and members of the public that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

409. To receive and consider acceptance of apologies for absence  

410. Declarations of Interests and dispensations  
410.1 To receive Declarations of Disclosable Pecuniary and Local Non-Pecuniary Interests from councillors on items on the Agenda  
410.2 To note written requests and grants of dispensations for Disclosable Pecuniary Interests

411. To consider the accuracy of the Minutes:  
13 December 2018

412. Public Forum  
An opportunity for the public to make comments on any matters on this agenda

413. To consider risk management and compliance, including the following:  
413.1 Compliance  
413.2 Condition Surveys

414. To note any updates on banking

415. Budget:  
415.1 To monitor the budget for 2018-19 and note any bank reconciliations  
415.2 To consider progress with the 2019-20 budget  
415.3 To consider progress with the Council decision on a loan for capital works, including for the Marina Theatre, Town Hall and Denes Oval

416. Payments:  
416.1 To note any payments made (schedule)  
416.2 To consider any payments for authorisation  
416.3 Any other payments (schedule)  
416.4 To note the petty cash log:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Details</th>
<th>Income/Expenditure</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>£180</td>
<td>Payments from Waveney Norse re leisure fees</td>
<td>Income</td>
<td>£180</td>
</tr>
<tr>
<td>£16.75</td>
<td>25 first class stamps</td>
<td>Expenditure</td>
<td>£163.25</td>
</tr>
</tbody>
</table>

416.5 To consider any grant applications, including:  
416.5a Allsorts Support Services CIC and Allsorts Community for £2,000

417. To consider the following items relating to income:  
417.1 Receipts  
417.2 CIL and S.106 payments  
417.3 To receive any updates on any financial funding streams affecting Council assets  
417.4 Capital programme  
417.5 Management of the Historic England grant for the Town Hall

418. To consider any progress with the lease for the first floor of Hamilton House
419. Legal:
419.1 To receive an update on any relevant legal issues (confidential)
419.2 To consider the budgetary implications of the 2019/20 Waveney Norse contract (confidential)
419.3 To consider the CCTV contract with Waveney Norse (confidential)
419.4 To consider a lease for the Lowestoft Tennis Association and other clubs (confidential)

420. To consider other financial matters including
420.1 Planned and urgent works on assets
420.2 Commemorative plaques
420.3 A report regarding adult outdoor gym equipment
420.4 Further investment of the sum of £300,434.71 transferred from the Debt Management Office account to the current account

421. Date of the next meeting
12 February 2019 18:00

422. Items for the next Agenda

423. 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, including:
423.1 Any employment matters
423.2 Any legal matters, including those listed with item 419 above