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
27 September 2018
Lowestoft Town Council  
Meeting of the Finance and Governance Committee  
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE  
17:30 on 11 October 2018

AGENDA

349. 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.

350. To receive and consider acceptance of apologies for absence

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

352. To consider the accuracy of the Minutes:  
21 August 2018

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

354. To note the 2018-19 meeting schedule and composition of the Committee

354. To consider risk management and compliance, including the following:  
354.1 Compliance  
354.2 Condition Surveys  
354.3 Insurance

355. To consider the following Governance issues:  
355.1 To consider amendments made to the following policies, as recommended by the Personnel Committee:  
355.1a The Equality and Diversity Policy  
355.1b The Complaints Procedure  
355.1c The Member Officer Protocol  
355.1d The Grievance Procedure  
355.1e The Disciplinary Procedure and Rules  
355.1f The Training and Development Policy  
355.2 To consider any policies or procedures for review or adoption, including:  
355.2a A Recycling Policy  
355.2b The Reserves Policy  
355.2c The Investment Policy  
355.2d A Lone Working Policy  
355.2e A Safeguarding Policy  
355.2f The Data Retention Policy  
355.2g The Data Protection Policy  
355.2h The Social Media Policy  
355.2i The Media Policy  
355.2j The Health and Safety Policy  
355.2k The Incident Reporting Procedure and associated forms  
355.2l An Anti-Bullying and Harassment Policy  
355.2m A Whistleblowing Policy

356. To note any updates on banking

357. Audit  
357.1 To consider the interim internal audit report and the action plan recommended by the RFO
357.2 To consider the external audit report

358. Budget
358.1 To monitor the budget for 2018-19 and note any bank reconciliations
358.2 To consider progress with developing the 2019-20 budget

359. Payments:
359.1 To note any payments made (schedule)
359.2 To consider any payments for authorisation, including:
   359.2a The following potential additional expenditure relating to Hamilton House
   359.2ai £695 (+ VAT) for alteration work to the ‘Ness Point’ breakout area
   359.2aii Two CCTV monitors, at a cost of £240 (+ VAT) each
   359.2aiii Radar keys and associated lock mechanisms, within an overall maximum budget of £150 (+ VAT)
   359.2aiv Additional expenditure of £200 (+ VAT) to install the window graphics over the top of the mullions
   359.2av Meeting room bookings and associated fees
359.2b Any other payments (schedule)
359.3 To consider any grant applications, including:
   359.3a Lowestoft Community Church’s Conversational English Group for £910
359.4 To consider the overview of expenditure under the grants budget
359.5 To consider the overtime rate for civic events, including the Maritime event on 7 October and Remembrance Sunday on 11 November, as recommended by the Personnel Committee
359.6 To consider additional expenditure for the ICO registration to include CCTV, and to note that ICO registration has been secured for all Councillors
359.7 To consider the expenditure of £432 (+VAT) for sample analysis of presumed asbestos containing materials, at sites in Lowestoft Town Council’s portfolio

360. To consider the following matters with regard to the budget for 2019-20
360.1 Working with Pathways Care Farm to decide which seeds and mother plants the Council would like for 2019-20
360.2 The Events and Communications Sub-Committee and previously agreed budget of £10,000 (using virement), to look at leaflets and advertising material, including to consider whether an information leaflet for Lowestoft should be produced
360.3 Lowestoft Town Council’s involvement with organising and funding the commemoration of Holocaust Memorial Day 2019
360.4 To consider the invitation to join Lowestoft Rising in April 2019 and the associated cost of £15,000

361. To consider the following items relating to income:
361.1 Receipts
361.2 CiL and S.106 payments
361.3 To receive any updates on any financial funding streams affecting Council assets
361.4 Capital programme
361.5 Management of the Historic England grant for the Town Hall

362. To consider any update regarding the provision of Christmas lights in Lowestoft

363. To consider any financial implications from the community survey

364. To consider any progress with the lease for the first floor of Hamilton House and to consider the spreadsheet on rent and capital payments

365. To consider the Waveney Norse Supplemental Agreement
366. To note that the Heritage Zone’s Project Manager will be working from Lowestoft Town Council’s offices every Tuesday from 2 October

367. To note progress with legal advice regarding the Deed of Covenant relating to the North Denes

368. To consider a draft licence for Waveney District Council to undertake work on Lowestoft Town Council owned land (“East of England Park”)

369. To consider revised guidance from Suffolk Highways to apply for a grit bin

370. To note that Waveney District Council will be developing on an Economic Plan for Lowestoft

371. To consider other financial matters including
371.1 Planned maintenance
371.2 Sale of land at Uplands
371.3 Commemorative plaques
371.4 Arnold’s Bequest, including to consider setting up a bank account and governance arrangements
371.5 Cotman Close Play Area
371.6 Normanston Park – Allotments and Skate Park Agreement
371.7 Centenary Installation at Belle Vue Park
371.8 The outcome of the consultation regarding civic artefacts

372. Date of the next meeting
8 November 2018 18:00

373. Items for the next Agenda

374. 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:
374.1 Any employment matters
374.2 Any legal matters