Lowestoft Town Council Finance and Governance Committee

You are summoned to attend a Meeting of the Lowestoft Town Council Finance and Governance Committee at Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ 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. 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

Shona Bendix, Clerk
15 August 2018
Lowestoft Town Council  
Meeting of the Finance and Governance Committee  
Riverside, Waveney District Council Offices, 4 Canning Road, Lowestoft NR33 0EQ  
14:00 on 21 August 2018  

AGENDA

329. Welcome  
To welcome to 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.

330. To receive and consider acceptance of apologies for absence

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

332. To consider the accuracy of the Minutes:
24 July 2018

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

334. Risk management and compliance
334.1 Compliance
334.2 Condition Surveys – including to note any progress and findings in relation to the Marina Theatre, Town Hall and other assets
334.3 Insurance

335. To consider the following Governance issues:
335.1 To consider any policies or procedures for review or adoption, including;
335.1a A Recycling Policy
335.1b The Reserves Policy

336. To note any updates on banking

337. Audit
337.1 To consider the external audit report, if received
337.2 To consider progress with interim internal audit

338. To monitor the budget for 2018-19 and note any bank reconciliations

339. Payments:
339.1 To note any payments made (schedule)
339.2 To consider the cost of letter-box sized stickers for residents to deter against cold-calling, junk mail and dog fouling
339.3 To consider any payments for authorisation, including:
339.3a Clarification and agreement to costs of £344 (+VAT) for installation of Heras fencing at the Denes Oval perimeter wall and £584 (+VAT) hire fees for a year
339.3b The cost of £2,208 (no VAT) for Lowestoft Town Council’s information page in The Bugle in 2019
339.3c A quote of £500 (+VAT) for advice from a Planning Barrister regarding Neighbourhood Plan designations
339.3d Payments under the Waveney Norse contract for 2018/19 (schedule)
339.3e Establishing direct debits to the ICO for Councillor registrations and to Claranet for the website domain
339.3f Any other payments (schedule)
339.4 To consider any grant applications, including:
   339.4a Gunton Residents Association for £750
   339.4b Further information from Lowestoft Art Group for additional funding of £1,000
339.5 To consider an event (or events) to formally open Lowestoft Town Council’s new premises and to consider an associated budget

340. To consider the following items relating to income:
340.1 Receipts
340.2 CiL and S.106 payments
340.3 To receive any updates on any financial funding streams affecting Council assets
340.4 Capital programme

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

342. To consider feedback from the community survey

343. To consider any progress with plans and lease for the first floor of Hamilton House

344. To consider whether to organise and fund a fireworks display in Lowestoft in November

345. To consider other financial matters including
   345.1 Planned maintenance
   345.2 Sale of land at Uplands
   345.3 Commemorative plaques
   345.4 Arnold’s Bequest – Charity registration arrangements
   345.5 Cotman Close Play Area
   345.6 Normanston Park Allotments
   345.7 Centenary Installation at Belle Vue Park

346. Date of the next meeting
   25 September 2018 14:00

347. Items for the next Agenda

348. 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