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 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

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Shona Bendix, Clerk
18 July 2018
AGENDA

307. 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.

308. To receive and consider acceptance of apologies for absence

309. Declarations of Interests and dispensations
309.a To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from councillors
on items on the Agenda
309.b To note written requests and grants of dispensations for Disclosable Pecuniary Interests

310. To consider the accuracy of the Minutes:
26 June 2018

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

312. Risk management and compliance
312.a Compliance, including to note compliance costs and that the Clerk and Deputy Clerk have
successfully completed Legionella Management Responsible Persons Training
312.b Condition Surveys – including to note any progress and findings in relation to the Marina
Theatre, Town Hall and other assets
312.c Insurance, including to note that the Marina Theatre Box Office building has transferred to the
Council and that insurance is secured

313. To consider the following Governance issues:
313.a To consider a protocol and charges for the hiring of rooms at Hamilton House
313.b To consider any policies or procedures for review or adoption, including a Recycling Policy

314. To note any updates on banking

315. To consider the external audit report, if received

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

317. Payments:
317.a To note/consider payments made or to be considered for authorisation under delegated
authority
   including:
   i) The draft supplemental agreement for the provision of theatre management services by
      the Marina Theatre Trust, which would result in a further £75,000 being payable
317.b To consider any payments for authorisation including:
   i) Quickcom for purchase of compliance WEB software and databases £1000 + £200 VAT
   ii) An agreement with East Coast Community Healthcare to run the software at 317.bi) and
       related domain at a cost of £200 per annum
   iii) £125 x 7 = for one night hotel accommodation covering 7 delegates at NALC conference
317.c To note payments processed
317.d To consider the quotation for remedial works to the ponds on Gainsborough Drive and
   Uplands Road North
317.e To consider any grant applications, including:
   i) Lowestoft Art Group for funding of £1275
ii) GritFest for funding of up to £1,500

317. To consider the outcome of a meeting with WDC on their request for payment for the £150,000 paid by them to Marina Theatre Trust in 2017-18

317. To consider arrangements for payment of rent by the Marina Theatre Trust

317. To consider legal costs for the Marina Theatre Box Office building

317. To consider a draft supplemental agreement which relates to the transfer to the Town Council of a Joint Venture Agreement between the original parties of WDC and Waveney Norse

318. To consider the following items relating to income:

318. Receipts

318. CiL and S.106 payments

318. To receive any updates on any financial funding streams affecting Council assets

318. Capital programme

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

320. To consider any progress with plans and lease for the first floor of Hamilton House including contractual and costs matters relating to services such as cleaning and IT and any contract variations

321. To explore options for funding five new CCTV cameras at the Great Eastern Linear Park, at a cost of up to £25,000

322. To consider signing a Memorandum of Understanding with East Coast College for work they are to undertake with Lowestoft Town Council

323. To consider signing the agreement for the management of coastal erosion and flood risk works

324. To consider whether or not to renew the agreement with The Bugle for a Council information page

325. To consider other financial matters including

325. Planned maintenance

325. Sale of land at Uplands

325. Commemorative plaques

325. Arnold’s Bequest – Charity registration arrangements

325. Cotman Close Play Area

325. Normanston Park Allotments

325. Centenary Installation at Belle Vue Park

325. Planned markets at East point Pavilion

325. Use of bouncy castles at events

325. Busking and one-off entertainers on Council land

326. Date of the next meeting

21 August 2018 14:00

327. Items for the next Agenda

328. 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 in relation to:

i) Contractual matters relating to 317.f, g, h and 320