

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, which will be a video meeting via Zoom, at 16:30 on 10 September 2020. **Members of the public are welcome to observe the meeting and submit comments regarding any item on the agenda in advance of the meeting. The link for members of the public to observe the meeting is as follows: https://youtu.be/_r3EechGu_o. The link for Councillors to access the Zoom meeting will be sent separately via email. The minutes and all public documents associated with this agenda will be published as usual.** 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 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 cases 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.

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Shona Bendix, Clerk
3 September 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
16:30 on 10 September 2020

AGENDA

60. Welcome

To welcome the meeting and remind Councillors and members of the public of the right to report and noting the application of the video meeting protocol.

61. To receive and consider acceptance of apologies for absence

62. Declarations of Interests and dispensations

62.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the Agenda and to note that there are no written requests and grants of dispensations for Disclosable Pecuniary Interests

63. To note that the minutes of the meeting of 13 August 2020 will be considered at the next appropriate meeting.

64. To consider any advance comments from the public on any matters on this agenda

65. Budget:

65.1. To monitor the budget for 2020 – 2021

65.2. To note any bank reconciliations

65.3. To note that a 2.75% agreement on salary increases has been made and applies to all staff backdated to 1 April 2020

66. Payments:

66.1. To note the income and expenditure reports for August 2020 and September 2020 to date

66.2. To note payments made under delegated authority (see schedule)

66.3. To consider any payments for approval (see schedule)

66.4. To note receipt of any applications made under the COVID-19 Grant Awarding Policy and any payments made

67. Events and Communications Sub-Committee

67.1. To receive the draft minutes from the Events and Communications Sub-Committee meeting on 27 August 2020

68. Budget and Loan Sub-Committee

68.1. To receive the draft minutes from the Budget and Loan Sub-Committee meeting on 24 August 2020

68.2. To consider the following recommendations from the Budget and Loan Sub-Committee:

68.2a. To adopt the Terms of Reference of the Budget and Loan Sub-Committee

68.2b. To appoint substitute members of the Budget and Loan Sub-Committee

68.2c. To include an annual budget provision of £10,000 for defibrillators

69. Other financial matters, including:

69.1. To consider a review of the Town Council's Financial Regulations, including procurement, contracts, preferred supplier arrangements and climate emergency issues

69.2. To consider further information regarding East Suffolk Council's Government funding for unexpected expenditure incurred due to COVID-19, following this Committee's decision in principle to submit an application

69.3. To consider the financial implications associated with the declaration of a health emergency

69.4. To consider additional costs for the installation of Christmas lights in 2020

69.5. To consider whether to request the assistance of seasonal workers for an extended period, to help progress the Town Council's biodiversity projects and autumn planting, including to consider any recommendations from the Assets, Inclusion and Development Committee

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69.6. To consider additional costs for promoting and holding the Triangle Market

70. Date of the next meeting

8 October 2020 16:30

71. Items for the next agenda and close

72. 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:

72.1. Any legal matters, including those above as required