

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 16:45 on 11 February 2021. **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/AN-xq8rPFCo>. 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.

S S Bendix

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Shona Bendix, Clerk
4 February 2021

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16:45 on 11 February 2021

AGENDA

128. Welcome and one minute's silence to be observed in respect of the passing of Councillor Sue Barnard

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.

129. To receive and consider acceptance of apologies for absence

130. Declarations of Interests and dispensations

130.1. 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

131. To receive any comments and note that the minutes of the meeting of 14 January 2021 will be considered at the next appropriate meeting

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

133. Budget:

133.1. To monitor the budget for 2020 – 2021

133.2. To note any bank reconciliations

133.3. To consider a maximum budget for wildflower areas at Clarkes Lane and Daffodil Walk

133.4. To receive the draft minutes from the Budget and Loan Sub-Committee meeting of 1 February 2021

134. Payments:

134.1. To note the income and expenditure reports for January 2021 and February 2021 to date, including payments made under delegated authority (see schedules)

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

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

135. Standing Orders and Policies Sub-Committee

135.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting of 20 January 2021

135.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:

135.2a. To rename the Planning and Environment Committee as the Planning Committee

135.2b. To rename the Climate Emergency Committee as the Climate and Ecological Committee

135.2c. For the Climate Emergency Committee to remain as a standalone Committee reporting to Full Council

135.2d. To adopt the following meeting arrangements for the Town Council's Committees:

135.2di For the Assets, Inclusion and Development, Finance and Governance, Climate Emergency and Planning and Environment Committees continue to meet as per their current schedules

135.2dii For the Community Safety Committee to meet every other month

135.2diii For the Personnel Committee to meet twice a year, with additional meetings as required

135.2e. To adopt the following meeting arrangements for the Town Council's Sub-Committees:

135.2ei For the Parks and Open Spaces Sub-Committee to continue to meet monthly

135.2eii For the Terms of Reference of the Budget and Loan Sub-Committee to

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- remain the same to allow the flexibility for that Sub-Committee to meet more regularly during the budget setting process, then less frequently through the rest of the year, unless required
- 135.2eiii For the Neighbourhood Development Plan Sub-Committee to meet as and when required
- 135.2eiv For the Allotments Sub-Committee to meet once every six months
- 135.2ev For the rest of the Sub-Committees, such as the Events and Communications Sub-Committee, to meet every other month
- 135.2f. For the Events and Communications Sub-Committee to report to the Assets, Inclusion and Development Committee, rather than the Finance and Governance Committee, but retain its delegated budget
- 135.2g. To remove item 6d ('To review the Council's policies and develop and recommend new policies (i.e. "Youth Engagement", "Communities Engagement") and, once approved, enact them) from the Assets, Inclusion and Development Committee's Terms of Reference, as the responsibility of reviewing the Town Council's policies is now with the Standing Orders and Policies Sub-Committee
- 135.2h. To adopt the following Town Council policies:
- 135.2hi Tree Policy
 - 135.2hii Toilet Strategy
 - 135.2hiii Cycling Strategy
 - 135.2hiv Environmental Policy
 - 135.2hv Adverse Weather Policy
 - 135.2hvi Conferring of the Title of Honorary Freemen and Freewomen policy
 - 135.2hvii Grant Awarding Policy, with a recommendation that grant applications be considered quarterly rather than twice per year
 - 135.2hviii Health and Safety Policy
 - 135.2hix Heritage Plaques Policy
 - 135.2hx Incident Reporting Procedure
 - 135.2hxi IT, Internet, Social Media and Email Policy
 - 135.2hxii Lone Working Policy and Risk Assessment, with a recommendation that it is reviewed again ahead of the Annual Meeting, particularly with regard to staff working outdoors primarily
 - 135.2hxiii Media Policy
 - 135.2hxiv Member Officer Protocol
- 135.2i. To consider delegating authority to the Standing Orders and Policies Sub-Committee to refer recommended financial delegations to Committees and Sub-Committees to February's Full Council meeting

136. Events and Communications Sub-Committee

- 136.1. To receive the draft minutes from the Events and Communications Sub-Committee meeting on 27 January 2021

137. Audit

- 137.1. To receive and consider the Second Interim Internal Audit Report 2020 – 2021 and the Responsible Financial Officer's Action Plan

138. Other financial matters, including:

- 138.1. To consider recommending the purchase of laptops for all Councillors
- 138.2. To consider a recommendation from the Assets, Inclusion and Development Committee to carry out appropriate surveys on the Kensington Gardens Ammunition Bunker
- 138.3. To consider budgeting for bicycle racks and lock-ups
- 138.4. To review the Town Council's insurance arrangements, including to consider taking out Ill

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Health Liability Insurance

- 138.5. To consider the financial implications of the environmental assessments of the Town Council's ponds
- 138.6. To consider expenditure on the Sparrows Nest pier and balustrade
- 138.7. To consider the cost of a condition survey for the Sparrows Nest public conveniences building
- 138.8. To consider a maximum budget for play area signage
- 138.9. To consider a recommendation from the Assets, Inclusion and Development Committee to appoint seasonal workers (some aspects may be confidential)

139. Date of the next meeting

11 March 2021 16:45

140. Items for the next agenda and close

141. 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:

- 141.1. Any legal matters, including those above as required