

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 12 November 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/HvogymXxmuQ>. 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

.....
Shona Bendix, Clerk
5 November 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
16:30 on 12 November 2020

AGENDA

87. 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.

88. To receive and consider acceptance of apologies for absence

89. Declarations of Interests and dispensations

89.1. 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

90. To note that the minutes of the meeting of 8 October 2020 will be considered at the next appropriate meeting.

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

92. Budget:

92.1. To monitor the budget for 2020 – 2021

92.2. To note any bank reconciliations

92.3. To consider an annual budget for the use of mulch in the Town Council's parks

92.4. To consider a maximum budget of £1,842.50 for the purchase of bulbs for Normanston Park, Stoven Close and Daffodil Walk

92.5. To consider making a recommendation to Full Council on the budget provision for Christmas lights (or an alternative) in 2021 - 2022

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

92.7. To consider whether to include provision for adult outdoor gym equipment in the 2021 – 2022 budget

92.8. To consider a budget for signage at Sparrows Nest and The Ness

92.9. To note the cost increase for improvement work to Whitton Green, to consider making a recommendation to Full Council on if and how to proceed with the project, and where within the budget the additional expenditure may come from

92.10. To consider building works at the Marina Theatre

92.11. To consider the Norse contract review and budget implications (confidential)

93. Payments:

93.1. To note the income and expenditure reports for October 2020 and November 2020 to date

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

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

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

94. Budget and Loan Sub-Committee

94.1. To receive the draft minutes from the Budget and Loan Sub-Committee meetings on 26 October 2020 and 9 November 2020

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

94.2a. To divert £7,000 from the electric vehicles and bicycles budget (noting support for this recommendation from the Climate Emergency Committee), £4,500 from the IT budget and £4,500 for the furniture and equipment budget to form the £16,000 budget for amplification improvements and recording/broadcasting provision for meetings at Hamilton House

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Via Video Meeting
16:30 on 12 November 2020

95. Standing Orders and Policies Sub-Committee

- 95.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting on 21 October 2020
- 95.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:
 - 95.2a. To adopt the Data Retention Policy, as amended
 - 95.2b. To adopt the Data Protection Policy, as amended
 - 95.2c. To adopt the Anti-Harassment and Bullying Policy, as amended
 - 95.2d. To adopt the Appraisals Guidance
 - 95.2e. To adopt the Code of Conduct
 - 95.2f. To adopt the Complaints Procedure
- 95.3. To note that the Standing Orders and Policies Sub-Committee is considering Committee and Sub-Committee structures and Terms of Reference, and to consider whether to submit any comments

96. Events and Communications Sub-Committee

- 96.1. To consider a recommendation from the Events and Communications Sub-Committee that the Sub-Committee is not dissolved and continues to operate as per the Terms of Reference adopted in May 2020

97. Audit

- 97.1. To consider the Internal Auditor's Interim Audit Report and related Action Plan from the Responsible Financial Officer

98. Other financial matters, including:

- 98.1. To consider a lease renewal for a tenant (confidential)

99. Date of the next meeting

10 December 2020 16:30

100. Items for the next agenda and close

- 101. 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:**

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