

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 14 January 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/m_wsl7dLOqk. 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
7 January 2021

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
16:45 on 14 January 2021

AGENDA

115. 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.

116. To receive and consider acceptance of apologies for absence

117. Declarations of Interests and dispensations

117.1. 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

118. To receive any comments and note that the minutes of the meeting of 10 December 2020 will be considered at the next appropriate meeting

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

120. Budget:

120.1. To monitor the budget for 2020 – 2021

120.2. To note any bank reconciliations

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

120.4. To receive the draft minutes from the Budget and Loan Sub-Committee meetings on 14 and 21 December 2020 and 4 January 2021

120.5. To consider and determine recommendations on the 2021 – 2022 budget and precept, taking account of the following recommendations from the Budget and Loan Sub-Committee:

120.5a. An additional budget of £25,000 for Christmas lights

120.5b. To allocate the Local Council Tax Support Grant from East Suffolk Council

120.5c. To apply a -1.54% decrease for the 2021 - 2022 precept demand

121. Payments:

121.1. To note the income and expenditure reports for December 2020 and January 2021 to date, including payments made under delegated authority (see schedules)

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

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

122. Standing Orders and Policies Sub-Committee

122.1. To receive the draft minutes from the Standing Orders and Policies Sub-Committee meeting on 16 December 2020

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

122.2a. To adopt the Mulch Policy

122.2b. To adopt the Co-option Policy, as amended

122.2c. To adopt the Disciplinary Procedure and Disciplinary Rules, as amended

122.2d. To adopt the Freedom of Information Publication Scheme, subject to officer review and amendments where necessary

122.3. To review the Financial Risk Assessment, the checklist for Internal Controllers and any other associated documents

122.4. To review the Friends Groups Policy

123. Events and Communications Sub-Committee

123.1. To receive the draft minutes from the Events and Communications Sub-Committee meeting on 17 December 2020

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124. Other financial matters, including:

- 124.1. To consider funding of an additional piece of equipment at the Stoven Close play area
- 124.2. To note the financial implications of the refurbishment of the Sparrows Nest and Fen Park public conveniences
- 124.3. To consider the following regarding the Denes Oval:
 - 124.3a. Proposals from the Lowestoft Town Tennis Club and the Lowestoft Cricket Club regarding improvements to the Denes Oval, including to consider alcohol licensing, sponsorship banners and club signs
 - 124.3b. The cost of improvement work to the tennis courts
- 124.4. To consider the cost of resurfacing the Links Road car park
- 124.5. To consider purchasing laptops for all Councillors
- 124.6. To consider instructing a carbon footprint survey
- 124.7. To consider a recommendation from the Assets, Inclusion and Development Committee to carry out appropriate surveys on the Kensington Gardens Ammunition Bunker
- 124.8. To consider budgeting for bicycle racks and lock-ups
- 124.9. To consider taking out Ill Health Liability Insurance
- 124.10. To consider the loan agreement for the Lowestoft Collection (confidential)

125. Date of the next meeting

11 February 2021 16:45

126. Items for the next agenda and close

127. 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:

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