

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 9 July 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/Holz01Flfhc>. 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
2 July 2020

Lowestoft Town Council

Meeting of the Finance and Governance Committee

Via Video Meeting
16:30 on 9 July 2020

AGENDA

32. Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public right to report.

33. To accept apologies for absence from any councillors not in attendance

34. Declarations of Interests and dispensations

34.1. 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

35. To note that the minutes of the meeting of 11 June 2020 will be considered at the next appropriate meeting.

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

37. To note any updates on banking

38. Budget:

38.1. To monitor the budget for 2020 – 2021, and to receive feedback on amendments to budget costs centres and descriptions

38.2. To note any bank reconciliations

38.3. To receive the notes of a meeting of members of the Budget and Loan Sub-Committee, and to consider budget implications relating to the implementation of the Defibrillator Policy

38.4. To consider the application of the Reserves Policy, including the allocation in general and earmarked reserves

39. Payments:

39.1. To note the income and expenditure reports for June 2020 and July 2020 to date

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

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

40. Audit

40.1. To consider any progress with the External Audit and to note the conclusion of the period for the exercise of public rights

41. Events and Communications Sub-Committee

41.1. To confirm composition of the Events and Communications Sub-Committee and to consider a recommendation from the Events and Communications Sub-Committee for Cllr Frost to become a member

41.2. To receive the draft minutes from the Events and Communications Sub-Committee on 25 June 2020

41.3. To consider a delegated budget and any recommendation from the Events and Communications Sub-Committee

42. To note any recommendations from the Standing Orders and Policies Sub-Committee will be considered at the Finance and Governance Committee meeting on 13 August 2020

43. Other financial matters, including:

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- 43.1. To consider how to implement the Infrastructure Investment Plan as a working document, following its adoption by Full Council, including to receive and consider the following:
 - 43.1a. Any recommendations from the Assets, Inclusion and Development Committee
 - 43.1b. The up to date CIL and s106 positions and any deadlines for expenditure
 - 43.2. To note that an application has been submitted to the Tree Council for additional trees, and to consider additional costs, including up to £5,052.72 (+VAT) for a two year maintenance plan at Rosedale Park
 - 43.3. To consider whether to progress environmental surveys of the Fen Park, Kensington Gardens, land at Uplands Road North and Gainsborough Drive ponds within a maximum budget of £560 (+VAT), including to consider any recommendations from the Assets, Inclusion and Development Committee
 - 43.4. To consider submitting an application to East Suffolk Council for Government funding for unexpected expenditure incurred due to COVID-19
 - 43.5. To consider the cost of repair work to the Jubilee Bridge (confidential)
 - 43.6. To consider the design and construction features for completion of The Ness, including any recommendations from the Assets, Inclusion and Development and Climate Emergency Committees (confidential)
 - 43.7. To consider the framework for seasonal work in parks, including any recommendations from the Assets, Inclusion and Development and Climate Emergency Committees (confidential)
 - 43.8. To note trading arrangements in Links Road car park (confidential)
- 44. Date of the next meeting**
13 August 2020 16:30
- 45. Items for the next agenda and close**
- 46. 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:**
- 46.1. Any legal matters, including those above as required