

# 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 at 13:00 on 10 February 2022, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is open to the public and press to attend** and those attending the meeting shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitted regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via the following link: <https://us02web.zoom.us/j/85861623177>. The meeting can also be observed via the following link: <https://youtu.be/BQ3QP-YaTrk>. 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 be present.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

To help prevent the spread of Covid-19, all attendees should bring their own refreshments, their own pen for signing in, and should dress appropriately given the need for increased ventilation on the site. Every person attending should make their own risk assessment of the advisability of attending and/or any measures they should take individually to ensure their safety.

*S S Bendix*

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Shona Bendix, Clerk  
3 February 2022

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**13:00 on 10 February 2022**

**AGENDA**

**120. Welcome**

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

**121. To receive and consider acceptance of apologies for absence**

**122. Declarations of Interests and dispensations**

122.1. 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

**123. To consider the draft minutes of the meeting on 13 January 2022**

**124. Public forum**

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

**125. Budget and Loan:**

125.1. To monitor the budget for 2021 – 2022, including delegated Committee and Sub-Committee budgets.

125.2. To note any bank reconciliations

125.3. To consider delegation to the Clerk of the Norse FM managed budget and the repairs and maintenance budgets for assets

125.4. To consider updates to the Reserves document to reflect the previous decisions of the Council (some aspects may be confidential)

**126. Payments:**

126.1. To note the income and expenditure reports for January 2022 and February 2022 to date, including payments made under delegated authority (see schedules)

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

**127. Audit:**

127.1. To receive and note the Second Interim Internal Audit Report 2021 – 2022

127.2. To review Internal Audit and consider the appointment of an Internal Auditor for 2022 - 2023

127.3. To review arrangements for internal controls and named controllers

**128. Governance:**

128.1. To consider a governance issue relating to lobbying from external parties (confidential)

**129. Grants:**

129.1. To consider the following grant applications:

129.1a. First Light Festival C.I.C. for £6,000

129.1b. Great Yarmouth and Waveney Diabetes Family Group for £640

129.1c. Suffolk Wildlife Trust for £2,000

**130. Standing Orders and Policies:**

130.1. To review the following Town Council policies:

130.1a. Financial Risk Assessment

130.1b. Investment Policy

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130.1c. Financial Regulations

**131. Other financial matters, including:**

- 131.1. To consider an application from the Lowestoft and Plaisir Twinning Association for annual funding
- 131.2. To consider any budget/funding recommendations from the Assets, Inclusion and Development Committee meeting on 7 February 2022 which exceed that Committee's financial delegation
- 131.3. To review the Town Council's Asset Register
- 131.4. To consider investment options
- 131.5. To consider amplification and recording equipment options for the Council Chamber
- 131.6. To consider capital works expenditure
- 131.7. To consider the implementation of approved capital projects
- 131.8. To consider the cost of refurbishment of the Sparrows Nest beacon
- 131.9. To consider the cost of works required to secure a boundary of the Britten Road play area
- 131.10. To progress the Full Council decision to access specialist support for the procurement of a grounds maintenance contract
- 131.11. To receive an update on research into the use of software to support the publication of agendas and meeting papers
- 131.12. To receive an update on asset transfer matters (some aspects may be confidential)
- 131.13. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 131.14. To receive an update on the Hamilton House lease and business rates (some aspects may be confidential)
- 131.15. To consider grounds maintenance resourcing at Normanston Park (confidential)

**132. Date of the next meeting**

10 March 2022 13:00

**133. Items for the next agenda and close**

**134. 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:**

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