

# 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 June 2021, at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB.**

**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/85798573369>. The meeting can also be observed via the following link: <https://youtu.be/PmVs75bAQM0>. 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 June 2021

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**13:00 on 10 June 2021**

**AGENDA**

**17. Welcome**

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

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

**19. Declarations of Interests and dispensations**

19.1. 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

**20. To consider the draft minutes of the meeting on 20 May 2021**

**21. 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.

**22. To review and adopt arrangements for the Norse Contract Working Group**

22.1. To consider composition

**23. Budget:**

23.1. To monitor the budget for 2021 – 2022

23.2. To note any bank reconciliations

**24. Payments:**

24.1. To note the income and expenditure reports for May 2021 and June 2021 to date, including payments made under delegated authority (see schedules)

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

24.3. To confirm from which budget heading to fund the contribution towards the upgrade to the Marina Theatre's alarm system (£8,800 total contribution)

**25. Audit**

25.1. To note progress with preparations for the External Audit

**26. Budget and Loan Sub-Committee**

26.1. To receive the draft minutes from the Budget and Loan Sub-Committee meeting of 7 June 2021

26.2. To consider any recommendations from the Budget and Loan Sub-Committee regarding the general reserves and earmarked reserves position

26.3. To note that any other recommendations arising from the Budget and Loan Sub-Committee meeting will be considered at the next meeting of the Finance and Governance Committee

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

27.1. To consider an amendment to the Grant Awarding Policy to give provision for any urgent grant applications to be considered outside of the standard quarterly cycle

27.1a. Subject to the approval of item 27.1, to consider any urgent grant applications

27.2. To consider the cost of providing smartphones to all Town Council officers

27.3. To consider recommendations for a payroll provider

27.4. To note available s106 and CIL funding, and any approaching deadlines for expenditure

27.5. To consider additional costs for the development of the Whitton Green play area

27.6. To consider the cost of providing access to the sea wall from the Links Road car park

27.7. To consider any cost approval requests arising from the Assets, Inclusion and Development

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Committee meeting on 7 June 2021, which cannot be covered by the financial delegation to that Committee

- 27.8. To consider any recommendations from the Assets, Inclusion and Development Committee regarding a maximum budget and any appropriate delegations to progress the installation of a fence in Sparrows Nest, along the border of the grass between the play area and the Movie Makers Theatre
- 27.9. To receive an update on the request to apply for District Council locality funding in respect of the memorial lecterns for Belle Vue Park and Kensington Gardens
- 27.10. To consider roofing works at the Marina Theatre and to note the delegated authority granted from Full Council to enable this Committee to decide how to proceed (confidential)
- 27.11. To consider the cost of enhancing the arrangements for the Lowestoft Collection at the Lowestoft Museum (confidential)
- 27.12. To consider the purchase of an item of Lowestoft Porcelain (confidential)
- 27.13. To consider the lease and financial arrangements for a tenant (confidential)

**28. Date of the next meeting**

8 July 2021 13:00

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

- 30. 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:**

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