

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 March 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/83115014430>. The meeting can also be observed via the following link: <https://youtu.be/L5p3WgrimIA>. 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 March 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 March 2022

AGENDA

135. Welcome

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

136. To receive and consider approval of apologies for absence

137. Declarations of Interests and dispensations

137.1. 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

138. To consider the draft minutes of the meeting on 10 February 2022

139. 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.

140. Budget and Loan:

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

140.2. To note any bank reconciliations

140.3. To consider the budget allocation for the agreed annual funding of £1,000 to the Lowestoft and Plaisir Twinning Association

140.4. To note the application to staff salaries of the national cost of living increase of 1.75% for 1 April 2021 to 31 March 2022

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

141. Payments and Receipts:

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

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

141.3. To consider donations to support refugees to the UK from the Ukraine

141.4. To consider allocation of the payment of £11,000 from Anglian Water regarding the Links Road car park

142. Grants:

142.1. To consider the following grant applications:

142.1a. East Suffolk Travel Association for £190

142.1b. The Lowestoft Players for £1,500

142.1c. Lowestoft Vision for £10,000

142.1d. Lowestoft Armed Forces Day Committee 2022 for £10,000

142.2. To consider an amendment to the previously approved application from the Promoting Pakefield Group

143. Standing Orders and Policies:

143.1. To receive and note the draft minutes from the Standing Orders and Policies Sub-Committee meeting on 9 March 2022

143.2. To consider recommendations from the Standing Orders and Policies Sub-Committee relating to:

143.2a. IT Policy

143.2b. Open Spaces Strategy

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- 143.2c. Standing Orders
- 143.2d. Redundancy Policy
- 143.2e. Reporting Procedure for Assets and Maintenance
- 143.2f. Representation on Outside Bodies Protocol
- 143.2g. Reserves Policy
- 143.2h. Risk Assessment and Management Policy
- 143.2i. Safeguarding Policy
- 143.2j. Social Media Protocol
- 143.2k. Sponsorship and Advertising Policy
- 143.2l. Sustainability Policy
- 143.2m. Toilet Strategy
- 143.2n. Training and Development Policy
- 143.2o. Tree Policy
- 143.2p. Whistleblowing Policy
- 143.2q. Wildflower Meadows Policy
- 143.2r. Memorial Planting Policy
- 143.2s. Conferring the Title of Freedom of the Town
- 143.2t. Arts Policy
- 143.3. To review the following Town Council policies:
 - 143.3a. Financial Risk Assessment
 - 143.3b. Financial Regulations
 - 143.3c. Investment Policy and to consider investment options

144. Other financial and governance matters, including:

- 144.1. To consider governance issues relating to item 136
- 144.2. To review the process for approval of confidential minutes
- 144.3. To consider any budget/funding recommendations from the Assets, Inclusion and Development Committee meeting on 7 March 2022 which exceed that Committee's financial delegation
- 144.4. To consider any budget/funding recommendations from the Allotments Sub-Committee meeting on 3 March 2022
- 144.5. To consider the phasing document and a request from the Lowestoft Town Tennis Club to submit an application for planning permission and funding for electronic gate access to the tennis courts at the Denes Oval
- 144.6. To consider a request from the Lowestoft Town Cricket Club to install broadband at the Denes Oval
- 144.7. To consider the quotation for works to improve the surface for vehicular access to the Denes Oval
- 144.8. To consider relevant aspects from the Second Interim Internal Audit Report and to note the addendum
- 144.9. To receive an update on implementation of the December 2021 Full Council resolution regarding the missing civic artefacts
- 144.10. To review the Town Council's Asset Register
- 144.11. To identify Town Council assets currently used by Norse
- 144.12. To consider amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment
- 144.13. To consider capital works expenditure
- 144.14. To consider making a recommendation to Full Council regarding agreeing a maximum budget of £60,000 to replace the windows in the Sparrows Nest building complex
- 144.15. To consider the Town Council's approach to IT and data security
- 144.16. To consider the implementation of approved capital projects
- 144.17. To progress the Full Council decision to access specialist support for the procurement of a grounds maintenance contract
- 144.18. To receive an update on asset transfer matters (some aspects may be confidential)

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- 144.19. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 144.20. To receive an update on the Hamilton House lease and business rates (some aspects may be confidential)
- 144.21. To consider progressing a licence for the Lowestoft Town Tennis Club (some aspects may be confidential)
- 144.22. To consider lease arrangements for tenants in Sparrows Nest (confidential)
- 144.23. To receive an update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential)
- 144.24. To note the decision of the Town Hall Project Board Project Manager evaluation panel on 25 February 2022 (confidential)
- 144.25. To consider arrangements including for staff remuneration to provide cover for room hire outside of office hours (confidential)

145. Date of the next meeting

14 April 2022 13:00

146. Items for the next agenda and close

147. 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:

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