

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 12 August 2021, 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/89357844539>. The meeting can also be observed via the following link: <https://youtu.be/ESpCqReISvU>. 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
9 August 2021

Lowestoft Town Council
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13:00 on 12 August 2021

AGENDA

43. Welcome

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

44. To receive and consider acceptance of apologies for absence

45. Declarations of Interests and dispensations

45.1. 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

46. To consider the draft minutes of the meeting on 1 July 2021

47. 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.

48. Budget and Loan:

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

48.2. To note any bank reconciliations

48.3. To consider draft commentaries for the budget and general and earmarked reserves, and associated review of the Reserves Policy

48.4. To consider increasing the target of the earmarked reserve for the staff budget

48.5. To receive and note the draft minutes of the Budget and Loan Sub-Committee meeting on 20 July 2021

48.6. To consider the following recommendations from the Budget and Loan Sub-Committee:

48.6a. Proposals (as per meeting paper) regarding budgets and reserves (some aspects may be confidential)

48.7. To consider the outline draft format of the reserves document

48.8. To consider the outline draft format of the 2022 – 2023 budget document

48.9. To consider any additional recommendations relating to budgets, general and earmarked reserves (see meeting paper)

48.10. To consider anticipated 2021 – 2022 by-election costs and indicative 2023 ordinary election costs

48.11. To consider 2022 – 2023 consultancy and external project management requirements, and make a recommendation to the Budget and Loan Sub-Committee regarding budgeting

49. Payments:

49.1. To note the income and expenditure reports for July 2021 and August 2021 to date, including payments made under delegated authority (see schedules)

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

50. Standing Orders and Policies

50.1. To receive and note the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 1 August 2021

50.2. To consider a request from Cllr Brooks to join the Standing Orders and Policies Sub-Committee

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

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50.3a. To adopt the Adverse Weather Policy, as amended

50.3b. To adopt the IT Policy, as amended

50.3c. To adopt the Acquisitions and Disposal Policy, noting that a further review will follow in six months' time

51. Other financial matters, including:

51.1. To consider grant applications

51.1a. Gunton Residents' Association for £1,960

51.1b. Heritage Open Days up to £1,000

51.2. To consider a recommendation from the Community Safety Committee to explore how the Council may support local food banks and food fridges, which are not already supported by partner organisations, either via the grant scheme or a small annual budget

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

51.4. To consider any recommendations from the Personnel Committee on the recruitment of a temporary employee for a period of five months, within a maximum budget of £10,000

51.5. To consider delegating authority to the Clerk to access additional consultancy support on the Neighbourhood Development Plan, within a maximum budget of £500

51.6. To consider delegating authority to the Clerk to appoint health and safety consultants, within a maximum budget of £10,000

51.7. To consider the payment of Councillor expenses, including travel costs

51.8. To consider how to make financial and other support for community volunteer activities more accessible and streamlined, without compromising on safety and safeguarding

51.9. To consider progressing a planning application with the Lowestoft Town Tennis Club, sourcing quotes for the resurfacing of courts and other proposed works and appointing a project manager

51.10. To consider a recommendation to Full Council to support the recommendation from the Assets, Inclusion and Development Committee to proceed with a decorative refurbishment of the Britten Road play area and installation of Matta Safer Surfacing, within a maximum budget of £18,000, and to receive an update on the clearance of overgrown areas, including associated costs

51.11. To consider a recommendation from the Climate Emergency and Ecological Committee to take expenditure for the Council's carbon footprint assessment from the Climate Emergency budget, rather than the consultancy budget

51.12. To receive an update on the sourcing of quotes for agreed Kensington Gardens works, particularly those relating to Holocaust Memorial Day

51.13. To receive an update on the appointment of a project manager for the Sparrows Nest and Fen Park public conveniences refurbishment

51.14. To consider appointing a project manager for the 2021 – 2022 play area refurbishments, once current sourcing of quotes and site visits are complete

51.15. To receive an update on the final cost of benches and bins purchased as part of the five year plans

51.16. To consider insurance arrangements for benches, bins, bicycle racks and play equipment (confidential)

51.17. To receive an update on the Sparrows Nest building complex (confidential)

51.18. To receive an update on progressing the bipartite agreement with the Marina Theatre Trust and to consider costs of a new flying system (confidential)

51.19. To review progress with the lease and capital works for a Normanston Park tenant, and associated funding (confidential)

51.20. To receive an update on legal advice sought regarding the Jubilee Bridge and to consider how to proceed (as per delegation from Full Council) (confidential)

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52. Date of the next meeting

9 September 2021 13:00

53. Items for the next agenda and close

54. 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:

54.1. Any legal matters, including those above as required