

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 May 2022, 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. 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.

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Shona Bendix, Clerk
11 May 2022

Lowestoft Town Council
Meeting of the Finance and Governance Committee
Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB
13:00 on 12 May 2022

AGENDA

190. Welcome

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

191. To receive and consider approval of apologies for absence

192. Declarations of Interests and dispensations

192.1. 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

193. To consider the draft minutes of the meeting on 29 April 2022

194. 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.

195. Budget and Loan:

195.1. To agree the 2021 – 2022 end of year budget and reserves position

195.2. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets

195.3. To note any bank reconciliations

195.4. To consider the budget for grounds maintenance (some aspects may be confidential)

195.5. To agree a maximum budget of £8,000 from Parks and Open Spaces reserve and £2,000 from Community Engagement for Platinum Jubilee event.

196. Payments and Receipts:

196.1. To note the income and expenditure reports for April 2022 and May 2022 to date, including payments made under delegated authority (see schedules)

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

196.3. To note the payment of £1,600 plus VAT to progress the disconnection of the gas supply to the Town Hall, and to consider the budget allocation

196.4. To note the additional payment of £4,417 for land spring drainage works at Sparrows Nest

197. Grants:

197.1. To consider the following grant applications:

197.1a. Lowestoft Food Network for £10,000, and to consider an annual contribution of £10,000 to the Lowestoft Food Network, with effect from 2023 – 2024 financial year

197.1b. Keepers Daughter CIC for £1,150

197.1c. Saint Andrews Church for £600

197.1d. Charitable use of Whitton Hall

197.1e. Initial consideration of grant for 'Heroes and Villains' project

197.1f. Initial consideration of grant for Streets Alive Theatre project

198. Standing Orders and Policies

198.1. To receive any comments and note the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 4 May 2022

198.2. To consider recommendations from the Standing Orders and Policies Sub-Committee on the following policies:

198.2a. Grant Awarding Policy

198.2b. IT Policy

198.2c. Redundancy Policy

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- 198.2d. Reserves Policy
- 198.2e. Sponsorship and Advertising Policy
- 198.2f. Sustainability Policy
- 198.2g. Training and Development Policy
- 198.2h. Tree Policy
- 198.2i. Whistleblowing Policy
- 198.2j. Wildflower Meadows Policy
- 198.2k. Video Meeting Protocol
- 198.3. To consider adoption of the following policies:
 - 198.3a. Memorial Planting Policy
 - 198.3b. Arts Policy
- 198.4. To consider the following:
 - 198.4a. Toilet Strategy
 - 198.4b. Pond Policy
 - 198.4c. Consideration of adoption of the revised Code of Conduct and provision for Councillor training

199. Other financial and governance matters, including:

- 199.1. To consider amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment
- 199.2. To receive an update on capital works expenditure and implementation of approved capital projects
- 199.3. To receive an update on the commissioning and installation of a Kindertransport memorial art piece on land not owned by the Town Council (some aspects may be confidential)
- 199.4. To receive an update on asset transfer matters (some aspects may be confidential)
- 199.5. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 199.6. To consider progressing a licence for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential)
- 199.7. To consider lease arrangements for tenants in Sparrows Nest (confidential)
- 199.8. To receive an update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential)

200. Date of the next meeting

9 June 2022 13:00

201. Items for the next agenda and close

202. 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:

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