

# 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 13 January 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/85894378265>. The meeting can also be observed via the following link: [https://youtu.be/TY67G7\\_i5SQ](https://youtu.be/TY67G7_i5SQ). 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  
5 January 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 13 January 2022**

**AGENDA**

**107. Welcome**

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

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

**109. Declarations of Interests and dispensations**

109.1. 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

**110. To consider the draft minutes of the meeting on 30 November 2021**

**111. 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.

**112. Budget and Loan:**

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

112.2. To note any bank reconciliations

112.3. To receive and note the draft minutes of the Budget and Loan Sub-Committee meetings on 7 and 14 December 2021

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

**113. Payments:**

113.1. To note the income and expenditure reports for December 2021 and January 2022 to date, including payments made under delegated authority (see schedules)

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

**114. Grants:**

114.1. To consider the following grant applications:

114.1a. First Light Festival C.I.C. for £6,000

114.1b. Lord Kitchener's Memorial Holiday Centre for £1,615

114.1c. Red Oak Primary PTA for £2,000

114.1d. PIP-UK Poland Syndrome Charity for £2,500

**115. Standing Orders and Policies:**

115.1. To review the following Town Council policies:

115.1a. Financial Risk Assessment

115.1b. Investment Policy

115.2. To receive and note the draft minutes from the Standing Orders and Policies Sub-Committee meeting on 12 January 2022

115.3. To consider recommendations arising from the Standing Orders and Policies Sub-Committee meeting on 12 January 2022 relating to:

115.3a. IT Policy

115.3b. Legionella Control and Water Hygiene Policy

115.3c. Lone Working Policy

115.3d. Media Policy

115.3e. Member Officer Protocol

115.3f. Open Spaces Strategy

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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13:00 on 13 January 2022

- 115.3g. Pandemic Recovery and Contingency Policy
- 115.3h. Personal Use of the Telephone Policy
- 115.3i. Petty Cash Policy
- 115.3j. Pond Policy
- 115.3k. Public Participation Protocol
- 115.3l. Public Participation Protocol (video meetings)
- 115.3m. Standing Orders
- 115.3n. The development of an Art Policy
- 115.3o. The Council's position on 'living memorials', including memorial tree planting

### **116. Other financial matters, including:**

- 116.1. To review the Town Council's Asset Register
- 116.2. To consider any expenditure requests from the Assets, Inclusion and Development Committee meeting of 10 January 2022 that may exceed that Committee's financial delegation
- 116.3. To consider the implementation of approved capital projects, including progressing pond works
- 116.4. To consider the cost of works required to secure a boundary of the Britten Road play area
- 116.5. To consider a request from the Cricket Club for assistance/support of their proposals to improve the Denes Oval cricket and clubhouse facilities
- 116.6. To agree a budget to access specialist support for the procurement of a grounds maintenance contract
- 116.7. To consider purchasing up to five hundred 'thank you' badges, within a maximum budget of £950 plus VAT
- 116.8. To consider the use of software to support the publication of agendas and meeting papers
- 116.9. To receive an update on asset transfer matters (some aspects may be confidential)
- 116.10. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 116.11. To receive an update on the Hamilton House lease and business rates (confidential)

### **117. Date of the next meeting**

10 February 2022 13:00

### **118. Items for the next agenda and close**

**119. 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:**

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