

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 14 April 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/81987718134>. The meeting can also be observed via the following link: <https://youtu.be/w-rVtgK1A6M>. 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
7 April 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 7 April 2022

AGENDA

**THIS AGENDA HAS BEEN REISSUED AT SHORT NOTICE, WITH THE INCLUSION OF ITEMS
173.2f AND 174.1d**

167. Welcome

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

168. To receive and consider approval of apologies for absence

169. Declarations of Interests and dispensations

169.1. 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

170. To consider the draft minutes of the meetings on 10 March, 17 March and 31 March 2022

171. 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.

172. Budget and Loan:

172.1. To note the draft 2021 – 2022 end of year budget and reserves position

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

172.3. To note any bank reconciliations

172.4. To receive and note the draft minutes from the Budget and Loan Sub-Committee meeting on 11 April 2022

172.5. To consider any recommendations from the Budget and Loan Sub-Committee regarding the budget and reserves

173. Payments and Receipts:

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

173.2. To consider any payments for approval (see schedule), including the following:

173.2a. Improvement work to the surface in front of the Sparrows Nest bandstand, within a maximum budget of £3,295 plus VAT

173.2b. A recommendation from the Assets, Inclusion and Development Committee to progress the purchase and installation of ten additional bins for the Great Eastern Linear Park, within a maximum budget of £6,644.70 plus VAT

173.2c. A maximum budget of £3,250 for the cost of consultancy to take the Neighbourhood Development Plan to Regulation 16 consultation

173.2d. A maximum budget of £7,500 plus VAT to progress installation of a composting area in Kensington Gardens

173.2e. Reimbursement to Cllr Brooks of £13.20 for travel costs to attend Woodbridge Town Council's Climate Action Weekend

173.2f. Reimbursement to Cllr Page of £20.80 for travel costs to attend Woodbridge Town Council's Climate Action Weekend

173.3. To consider making a recommendation to Full Council regarding the installation cost for the bulk purchase of forty benches, within a maximum budget of £17,200 plus VAT

174. Grants:

174.1. To consider the following grant applications:

174.1a. 3 Million Steps for £250

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- 174.1b. Lowestoft Food Network for £10,000, and to consider an annual contribution of £10,000 to the Lowestoft Food Network, with effect from the 2023 – 2024 financial year
- 174.1c. Gunton Community News for £2,000
- 174.1d. Lowestoft Steering Group, Heritage Open Days for £5,000

175. Other financial and governance matters, including:

- 175.1. To consider the amended Second Interim Internal Audit Report 2021 - 2022
- 175.2. To consider the following regarding tennis courts:
 - 175.2a. An offer of funding from the Lawn Tennis Association for improvements to tennis courts
 - 175.2b. Subject to the approval of 175.2a, whether the associated electronic gate booking system should be administered by the Town Council, the Lowestoft Town Tennis Club or their coaching partner
 - 175.2c. Subject to the approval of 175.2a, whether to progress an intrusive condition survey of the Normanston Park tennis courts (some aspects may be confidential)
- 175.3. To consider sponsorship of the Lowestoft Cricket Club (maximum package costs £4,000, which would be £2,000 per year for a minimum two year commitment)
- 175.4. To review the Town Council's Asset Register
- 175.5. To consider adjustments to the grounds maintenance contract by the Assets, Inclusion and Development Committee
- 175.6. To consider agreeing a budget for a cookery van event at the Triangle Market
- 175.7. To consider an annual budget allocation of £6,000 for gutter and roof cleaning, with an associated delegation to the Clerk
- 175.8. To consider amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment
- 175.9. To receive an update on capital works expenditure and implementation of approved capital projects
- 175.10. To progress the Full Council decision to access specialist support for the procurement of a grounds maintenance contract
- 175.11. To consider lobbying from external parties
- 175.12. To receive an update on the Full Council resolution to express dissatisfaction with the activities of Tingdene and East Suffolk Council in relation to 'Phase 3' land at the North Denes
- 175.13. To consider the indicative cost of commissioning and installing a Kindertransport memorial art piece on land not owned by the Town Council (some aspects may be confidential)
- 175.14. To consider budgeting £100,000 for equipment, workshop and storage premises (some aspects may be confidential)
- 175.15. To receive an update on asset transfer matters (some aspects may be confidential)
- 175.16. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 175.17. To receive an update on the Hamilton House lease and business rates (some aspects may be confidential)
- 175.18. To consider progressing a licence for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential)
- 175.19. To receive an update on capital works to a building in Normanston Park (some aspects may be confidential)
- 175.20. To consider lease arrangements for tenants in Sparrows Nest (confidential)
- 175.21. To note the current position regarding non-payment of rent from a tenant (confidential)
- 175.22. To receive an update on the draft lease for the Marina Theatre and Box Office Building and the agreement for Theatre services (confidential)
- 175.23. To receive an update regarding repair and maintenance of the Jubilee Bridge (confidential)
- 175.24. To note changed staff terms and conditions (confidential)

Lowestoft Town Council

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First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

13:00 on 7 April 2022

176. Date of the next meeting

12 May 2022 13:00

177. Items for the next agenda and close

178. 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:

178.1. Any legal matters, including those above as required