

# 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 14:30 on 4 November 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/85643846803>. The meeting can also be observed via the following link: [https://youtu.be/5WaSamkOK\\_A](https://youtu.be/5WaSamkOK_A). 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  
28 October 2021

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**14:30 on 4 November 2021**

**AGENDA**

**80. Welcome**

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

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

**82. Declarations of Interests and dispensations**

82.1. 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

**83. To consider the draft minutes of the meeting on 14 October 2021**

**84. 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.

**85. Budget and Loan:**

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

85.2. To note any bank reconciliations

85.3. To receive and note the draft minutes of the Budget and Loan Sub-Committee meeting on 1 November 2021

85.4. To receive updated General and Earmarked Reserves positions, following resolutions made by Full Council in August

85.5. To consider the advice from East Suffolk Council regarding the Council Tax base for 2022 - 2023

**86. Payments:**

86.1. To note the income and expenditure reports for October 2021 and November 2021 to date, including payments made under delegated authority (see schedules)

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

**87. Governance**

87.1. To note the interim Internal Audit report

**88. Grants**

88.1. To consider the following grant applications:

88.1a. The Marina Theatre, for £3,050.21

**89. Standing Orders and Policies:**

89.1. To receive and note the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 20 October 2021

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

89.2a. To adopt the following policies:

89.2ai Disciplinary Procedure, as amended

89.2aii Equality and Diversity Policy

89.2aiii Noticeboard Protocol, as amended

89.2aiv Grant Awarding Policy, as amended

89.2av Grievance Procedure, as amended

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89.2b. To review the following Town Council policies:

- 89.2bi Financial Regulations
- 89.2bii Financial Risk Assessment
- 89.2biii Freedom of Information Publication Scheme
- 89.2biv Friends Groups Policy, taking account of any comments from the Assets, Inclusion and Development Committee
- 89.2bv Health and Safety Policy
- 89.2bvi Heritage Plaques Policy
- 89.2bvii Incident Reporting Procedure
- 89.2bviii Investment Policy

**90. Other financial matters, including:**

- 90.1. To review the Town Council's Asset Register
- 90.2. To consider timescales and project management arrangements for approved and funded capital projects
- 90.3. To consider agreeing a budget for the reinstatement of the Sparrows Nest beacon
- 90.4. To receive the end of season report from the Sparrows Nest Bowls Club and to consider whether leisure fees should apply to this club in 2022 - 2023
- 90.5. To consider the cost of works required to secure a boundary of the Britten Road play area
- 90.6. To consider the cost of refurbishment options for the St Margaret's Plain play area
- 90.7. To receive an update on the purchase of laptops for Councillors who have requested them
- 90.8. To receive an update on asset transfer matters (some aspects may be confidential)
- 90.9. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 90.10. To receive an update on the Hamilton House lease and business rates (confidential)
- 90.11. To receive an update regarding arrangements for the defibrillator in the Gunton Drive telephone kiosk, and financial implications (confidential)
- 90.12. To receive an update on forthcoming capital works to the Sparrows Nest building complex (confidential)
- 90.13. To receive an update from the Norse Contract Working Group (confidential)
- 90.14. To receive an update on an earlier approach regarding guardianship of Lowestoft Hospital heritage items, and to consider associated costs (confidential)

**91. Date of the next meeting**

9 December 2021 14:30

**92. Items for the next agenda and close**

**93. 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:**

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