

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 9 September 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/82575565757>. The meeting can also be observed via the following link: <https://youtu.be/rAfijgruelk>. 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
2 September 2021

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
13:00 on 9 September 2021

AGENDA

55. Welcome

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

56. To receive and consider acceptance of apologies for absence

57. Declarations of Interests and dispensations

57.1. 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

58. To consider the draft minutes of the meeting on 12 August 2021

59. 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.

60. Budget and Loan:

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

60.2. To note any bank reconciliations

60.3. To receive and note the draft minutes of the Budget and Loan Sub-Committee meeting on 16 August 2021

60.4. To note the effect of August Full Council resolutions on the General and Earmarked Reserves

60.5. To consider making a recommendation to the Budget and Loan Sub-Committee and the Events and Communications Sub-Committee to treat Heritage Open Days budgeting and planning as a major event, with effect from 2022 - 2023

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

60.7. To consider implications of current and future capital projects for Asset Register, warranty and insurance cover, planned maintenance and renewal planning

60.8. To consider progressing separate training budgets for officers and Councillors

60.9. To receive an update on sourcing quotations for benches, and assessing costs against budget

60.10. To determine which budget/reserve legal costs relating to the Jubilee Bridge should be taken from (as per delegation from Full Council) (some aspects may be confidential)

60.11. To consider arrangements regarding future repairs and maintenance of the Jubilee Bridge (some aspects may be confidential)

60.12. To consider consultancy and project management requirements and budgeting for 2022 – 2023 (some aspects may be confidential)

60.13. To consider transferring the Capital Works (undesignated assets) earmarked reserve and the £78,508 ring-fenced against the Town Hall to the Town Hall earmarked reserve, if the National Lottery Heritage Fund Stage 1 bid is successful (some aspects may be confidential)

60.14. To consider the Town Council's capital liability and attending risk if the National Lottery Heritage Fund Stage 1 bid for the Town Hall is successful (confidential)

60.15. To review costs against budget for the Whitton Green play area refurbishment, including outdoor fitness equipment (confidential)

60.16. To consider project timeframe and budget for potential capital investment in the Denes Oval sports facilities, and clarification from East Suffolk Council regarding leaseback arrangements (confidential)

60.17. To consider the budgetary implications of agreed changes to staff salaries (confidential)

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61. Payments:

- 61.1. To note the income and expenditure reports for August 2021 and September 2021 to date, including payments made under delegated authority (see schedules)
- 61.2. To consider any payments for approval (see schedule)

62. Standing Orders and Policies

- 62.1. To receive and note the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 18 August 2021
- 62.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:
 - 62.2a. To adopt the Town Council's Standing Orders, as amended
 - 62.2b. To standardise the membership of the Town Council's Committees and Sub-Committees to quorum plus one
 - 62.2c. To standardise Committee and Sub-Committee Terms of Reference to gender-neutral terminology
 - 62.2d. To review the Anti-Harassment and Bullying Policy, taking account of recommendations made by the Standing Orders and Policies Sub-Committee and comments from officers
 - 62.2e. To review the following Town Council policies:
 - 62.2ei Code of Conduct
 - 62.2eii The Conferring of the Title of Honorary Freemen and Freewomen Policy
 - 62.2eiii Cycling Pledge
 - 62.2eiv Data Protection Policy
 - 62.2ev Data Retention Policy
 - 62.2evi Disciplinary Procedure
 - 62.2evii Disciplinary Rules
 - 62.2eviii Environmental Policy
 - 62.2eix Equality and Diversity Policy
 - 62.2f. To review Cllr Butler's and any other comments on the Infrastructure Investment Plan
 - 62.2g. To amend the Acquisitions and Disposal Policy to incorporate a policy for the procurement of additional items of the Lowestoft Collection

63. Other financial matters, including:

- 63.1. To review any recommendations from the Assets, Inclusion and Development Committee meeting on 6 September 2021 where costs exceed that Committee's delegations, and to consider approving costs or endorsing recommendations to Full Council
- 63.2. To consider a recommendation from the Assets, Inclusion and Development Committee to ring-fence an additional £10,000 within the play areas reserve for the potential purchase of outdoor fitness equipment
- 63.3. To consider the cost of providing smartphones to all Town Council officers
- 63.4. To receive an update on the purchase of laptops for Councillors who have requested them
- 63.5. To consider the Council's policy for dealing with gifts
- 63.6. To consider approaching East Suffolk Norse regarding dredging/desilting and other works on the Fen Park and Gainsborough Drive ponds, including ongoing planned maintenance requirements (some aspects may be confidential)
- 63.7. To receive an update on asset transfer matters (some aspects may be confidential)
- 63.8. To consider potential community asset transfers once existing land transfer matters are resolved (some aspects may be confidential)
- 63.9. To receive an update regarding the Town Council's payroll provider (some aspects may be confidential)
- 63.10. To review the condition survey for the Sparrows Nest building complex (confidential)
- 63.11. To receive an update on the appointment of a project manager for the refurbishment of the Sparrows Nest and Fen Park public conveniences (confidential)
- 63.12. To consider the Town Council's contract for IT services (confidential)

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- 63.13. To receive an update on sourcing quotes for capital works to a building in Normanston Park (confidential)
- 63.14. To consider funding options for the Marina Theatre flying rig and other capital upgrades, in conjunction with the Towns Fund project (confidential)
- 63.15. To receive an update on arrangements and timetable for progressing a bipartite agreement with the Marina Theatre Trust (confidential)
- 63.16. To receive an update on the Hamilton House lease and business rates (confidential)

- 64. Date of the next meeting**
14 October 2021 13:00

- 65. Items for the next agenda and close**

- 66. 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:**
 - 66.1. Any legal matters, including those above as required