

# 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 15:00 on 10 October 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 submitting 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/83351313445>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/prsISqMRC9M>.

*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 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 **relevant interests** in matters on the Agenda cannot take part or vote on those matters, 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 case they will need to consider whether they should leave the room.

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 infectious diseases, all attendees should consider the safety of others, make their own risk assessment of the advisability of attending and consider measures they should take to ensure their own safety.

*S Bendix*

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Shona Bendix, Clerk  
3 October 2022

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 10 October 2022**

**AGENDA**

**69. Welcome**

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

**70. To receive and consider approval of apologies for absence**

**71. Declarations of Interests and dispensations**

71.1. To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda

71.2. To consider written requests for dispensations for Disclosable Pecuniary Interests and note dispensations granted

**72. To consider the draft minutes of the Extraordinary Meeting on 26 September 2022**

**73. 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.

**74. Budget and Loan:**

74.1. To receive the draft minutes of the Extraordinary Budget and Loan Sub-Committee meeting on 3 October 2022

74.2. To consider the following recommendations from the Budget and Loan Sub-Committee:

74.2a. To make a recommendation to Full Council to transfer funding reclaim from Lowestoft Town Council Capital cash flow at end of Phase 1 of Town Hall project to Marina Theatre budget towards expenditure on flying rig.

74.3. To review budgets which are particularly vulnerable to overspend, and to consider making recommendations to Full Council on the movement of funds between earmarked reserves and budgets that are projected to have overspends and underspends at year end

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

74.5. To consider the impact of the rising cost of inflation on the 2022 – 2023 budget

74.6. To note any bank reconciliations

74.7. To consider whether to request to re-join Lowestoft Rising with effect from 2023 – 2024

74.8. To consider income shortfall for the Town Hall development (confidential)

74.9. To assess and consider Town Hall capital funding requirements during 2023 – 2024, including project expenditure not covered by grant funding (confidential)

74.10. To consider the budget allocation for previously approved expenditure to appoint a VAT adviser for the Town Hall and Marina Theatre projects

74.11. To consider the budget allocation(s) for previously approved expenditure linked to the hire of a works van for six months

**75. Payments and Receipts:**

75.1. To note the income and expenditure reports for September 2022 and October 2022 to date, including payments made under delegated authority (see schedules)

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

**76. Grants:**

76.1. To consider whether the following grant applications are urgent for consideration at this meeting:

76.1a. Woodwork Art Café CIC for an online resource simulating a walk up both sides of the Historic High Street

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- 76.2. To agree the schedule for the consideration of grant applications
- 76.3. To consider submitting applications for grant funding, including from Suffolk Coast and Heaths Areas of Outstanding Natural Beauty and the Greenprint Forum

**77. Audit**

- 77.1. To consider the report from the External Auditor on the Annual Governance and Accountability Return for 2021 – 2022

**78. Other financial and governance matters, including:**

- 78.1. To consider any recommendations from the Assets, Inclusion and Development Committee which exceed that Committee's financial delegation or where a budget allocation needs to be decided.
- 78.2. To consider any recommendations from the Assets, Inclusion and Development Committee regarding a budget for a deep clean and painting of the Whitton Residents' Hall
- 78.3. To consider the date of purchase, location and any hire options for a storage container (initially for the Town Hall site)
- 78.4. To consider a maximum budget for installing a gate at the Town Hall
- 78.5. To consider the cost of work to address drainage issues in Sparrows Nest
- 78.6. To consider approval of a maximum budget of £8,500 to progress the Sparrows Nest Sensory Garden and any related planning applications
- 78.7. To consider quotations to replace areas of wet pour matting in Fen Park
- 78.8. To consider the budget and scheduling for a replacement footbridge in Fen Park
- 78.9. To consider the cost of progressing intrusive geo-environmental surveys for land at Britten Road
- 78.10. To consider making a recommendation to Full Council on whether to extend the current policy on not charging for use of Town Council sports and leisure facilities to the 2023 – 2024 financial year, or whether to re-introduce charging
- 78.11. To consider quotations to install fencing and 'no parking' signage at Stoven Close
- 78.12. To consider a request from the Personnel Committee to consider whether to apply an officer vehicle allowance rather than mileage reimbursement
- 78.13. To consider the budgetary allocation for any further recruitment
- 78.14. To receive an update on appointing an HR consultant
- 78.15. To consider if and how to budget for replenishment based on life expectancy of recent capital upgrades and anticipated replacement dates
- 78.16. To consider the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 78.17. To consider the IT services contract, including any transitional costs (confidential)
- 78.18. To receive an update on progressing the lease for the workshop/storage premises (confidential)
- 78.19. To receive an update on non-payment of rent by a tenant and to consider next steps (confidential)
- 78.20. To consider the purchase of an item of Lowestoft Porcelain (confidential)

**79. Date of the next meeting**

11 October 2022 15:00 (Extraordinary Meeting). 14 November 2022 15:00

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

- 81. 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:**
- 81.1. Any legal matters, including those above as required