

# Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend an Extraordinary Meeting of the Finance and Governance Committee of Lowestoft Town Council at 15:00 on 11 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/82001089928>. The meeting can also be observed via YouTube on the following link: [https://youtu.be/yYaah\\_Vragg](https://youtu.be/yYaah_Vragg).

*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.

*A Pearce*

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Cllr Andy Pearce, Chair  
4 October 2022

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**15:00 on 11 October 2022**

**AGENDA**

**82. Welcome**

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

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

**84. Declarations of Interests and dispensations**

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

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

**85. To consider the draft minutes of the meeting on 10 October 2022**

**86. 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.

**87. Standing Orders and Policies:**

87.1. To receive the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 7 October 2022

87.2. To consider any recommendations from the Standing Orders and Policies Sub-Committee regarding the following:

87.2a. Booking form for hire of Community Halls

87.2b. Code of Conduct

87.2c. Cycling Pledge

87.2d. Data Protection Policy

87.2e. Data Retention Policy

87.2f. Defibrillator Policy

87.2g. Disciplinary and Grievance Procedure

87.2h. Heritage Plaques Policy

87.2i. Standing Orders

**88. To consider the following regarding the Marina Theatre:**

88.1. Any outcomes from the Quarterly Management meeting on 15 July 2022

88.2. Reviewing the rent and management fee on a four-yearly basis, aligned with Town Council terms

88.3. To assess any unbudgeted capital funding requirements for the current financial year

88.4. To assess capital funding requirements during 2023 – 2024 (some aspects may be confidential)

88.5. An update on progress with the new lease (some aspects may be confidential)

88.6. To receive an update on the request meeting with the Marina Theatre Trust and East Suffolk Council regarding the Towns Fund project and recent media announcements (confidential)

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

89.1. To give early consideration to what community financial support (including grant provision and support for food relief and warm places initiatives) the Town Council should put in place for 2023 – 2024, particularly in light of the cost of living crisis

89.2. To consider making a recommendation to Full Council to make a representation to national Government via the local Member of Parliament, the local Food Network and other local outlets as required regarding concerns about the need for Local Councils to provide support previously available through central Government

89.3. To consider the budgetary allocation for any agreed bulky waste collection project

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- 89.4. To receive an update regarding the recent email outage, and to review associated communication from the Council's IT provider
- 89.5. To review the protocol that was followed during the official period of mourning following the death of Her Majesty The Queen, and to understand what is statutory requirement and what is discretionary
- 89.6. To consider the repair, maintenance and replenishment of the Denes Oval tennis courts once refurbished
- 89.7. To consider an operator model proposal for the tennis courts (some aspects may be confidential)

**90. To review lease and licence arrangements for the following (some aspects may be confidential):**

- 90.1. War Memorial Museum
- 90.2. Royal Naval Patrol Service Association Museum
- 90.3. Martello and Giardino
- 90.4. Moviemakers Theatre
- 90.5. Maritime Museum
- 90.6. Gunton Estate Residents' Meeting Hall
- 90.7. Lowestoft and District Allotment Association
- 90.8. Land to the east of Whapload Road and North Denes
- 90.9. To receive an update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

**91. Date of the next meeting**

14 November 2022 15:00

**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