

# 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 12 December 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/89269772819>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/zOijTvxF2I0>.

*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  
8 December 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 12 December 2022**

**AGENDA**

**121. Welcome**

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

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

**123. Declarations of Interests and dispensations**

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

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

**124. To consider the draft minutes and appended confidential notes of the meeting on 14 November 2022**

**125. 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.

**126. Budget and Loan:**

126.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 15, 18, 22, 29 November and 5 December 2022

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

126.3. To note any bank reconciliations

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

126.5. To receive an update on finalisation of the Town Hall funding agreement (some aspects may be confidential)

126.6. To consider making a recommendation to Full Council on the 2023-2024 budget and precept

**127. Payments and Receipts:**

127.1. To note the income and expenditure reports for November 2022 and December 2022 to date, including payments made under delegated authority (see schedules)

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

**128. Grants**

128.1. To consider the following grant applications:

128.1a. Ormiston Denes Academy for £2,000

128.1b. South Pier Lowestoft for £2,645.44

128.1c. Lord Kitchener Memorial Holiday Centre for £2,000

128.1d. Dentaid for £1,950

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

129.1. To consider the following in respect of Marina Theatre (some aspects may be confidential):

129.1a. List of priorities and costs

129.1b. Agreeing expenditure on electrical installation rectifications

129.1c. The draft lease

129.1d. The draft terms of reference for the quarterly meetings

129.2. To receive an update on the following regarding the Town Council's tennis facilities:

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

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15:00 on 12 December 2022

- 129.2a. Whether formal acceptance of grant funding has been communicated to the Lawn Tennis Association, and the funding secured
  - 129.2b. The draft funding agreement from the Lawn Tennis Association
  - 129.2c. A commencement date for the grant funded works
  - 129.3. To consider making a recommendation to Full Council on an operational/management model for the tennis courts, following a Zoom meeting on 6 December (some aspects may be confidential)
  - 129.4. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential)
  - 129.5. To consider installing a composting area in Belle Vue Park within a maximum budget of £7,000 + VAT
  - 129.6. To consider drainage work, repair and underpinning of the Sparrows Nest wall at the Yarmouth Road entrance, within a maximum budget of £7,000 + VAT
  - 129.7. To consider the Town Council's ethical stance regarding its energy supplier
  - 129.8. To receive an update on implementation of the Full Council resolution regarding the civic artefacts
  - 129.9. To consider appointing an internal auditor
  - 129.10. To consider the Grounds Maintenance contract, including TUPE advice from the Town Council's legal advisers (some aspects may be confidential), in conjunction with staff recommendations regarding repairs and maintenance of the following:
    - 129.10a. Play areas (including the Normanston Park Skate Park and outdoor fitness sites)
    - 129.10b. Parks and open spaces
  - 129.11. To consider approving a budget for a memorial plaque on the South Pier to the crew of the 'Guava', as part of the 70<sup>th</sup> anniversary commemoration of the 1953 North Sea floods
  - 129.12. To consider staff training requirements (confidential)
- 130. To consider lease and licence arrangements for the following (some aspects may be confidential):**
- 130.1. Royal Naval Patrol Service Association Museum
  - 130.2. Martello and Giardino
  - 130.3. Maritime Museum
  - 130.4. Gunton Estate Residents' Meeting Hall
  - 130.5. To receive an update on the finalisation of licences for the Cricket and Tennis Clubs at the Denes Oval (some aspects may be confidential)
  - 130.6. To receive an update on non-payment of rent from a tenant (confidential)
  - 130.7. To receive an update on the Hamilton House lease and associated provision/costs (confidential)
  - 130.8. To consider making a recommendation to Full Council on renewal of the lease agreement with the Lowestoft and District Allotments Association, and any changes to applicable terms and conditions, subject to legal advice (confidential)
  - 130.9. To receive an update on progressing the lease for workshop premises (confidential)
- 131. Date of the next meeting**  
9 January 2023 15:00
- 132. Items for the next agenda and close**
- 133. 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:**
- 133.1. Any legal matters, including those above as required