

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 September 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 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/81976685672>. The meeting can also be observed via the following link: <https://youtu.be/yO-MRGHplZk>. 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
5 September 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 September 2022

AGENDA

53. Welcome

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

54. To receive and consider approval of apologies for absence

55. Declarations of Interests and dispensations

55.1. To receive Declarations of Disclosable Pecuniary and Other Registerable 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

56. To consider the draft minutes of the meetings on 8 August 2022 and 1 September 2022

57. Public forum

To receive information on the Lowestoft Community Hub project

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

58. To appoint the Deputy Chair of the Finance and Governance Committee

59. Budget and Loan:

59.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 22 August 2022 and 5 September 2022

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

59.2a. To recommend to Full Council the movement of funds between earmarked reserves and budgets that are projected to have overspends and underspends at year end

59.2b. To recommend to Full Council to decrease the grants budget for 2022 - 2023

59.3. To consider a request from Cllrs Barker and Pearce to join the Budget and Loan Sub-Committee

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

59.5. To consider the allocation of an underspend of £272.68 for pandemic support to Lowestoft Foodbank

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

59.7. To consider the projected cost of inflation and impact on the 2023 – 2024 budget

59.8. To note any bank reconciliations

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

59.10. 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

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

60. Payments and Receipts:

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

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

61. Grants:

61.1. To consider the application of the Grant Awarding Policy and how to handle grant applications for the remainder of the current financial year, given the impact of inflation on the budget

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61.2. To consider the following grant applications:

61.2a. Lowestoft Community Hub for £5,000

61.2b. Norfolk and Waveney MIND for £100

61.2c. Lowestoft F.I.S.H. for £1,500

61.2d. Lowestoft Rising and East Suffolk Council's Communities Team on behalf of the Lowestoft and Northern Parishes Community Partnership (sum not yet confirmed)

62. To consider the following regarding the Marina Theatre:

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

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

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

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

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

62.6. 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)

63. Other financial and governance matters, including:

63.1. To consider any expenditure requests from the Assets, Inclusion and Development Committee meeting of 5 September where the amount exceeds that Committee's maximum per item expenditure delegation

63.2. To consider the cost of work to address drainage issues in Sparrows Nest

63.3. To consider approval of a maximum budget of £8,500 to progress the Sparrows Nest Sensory Garden and any related planning applications

63.4. To receive an update on seeking quotations for replacing the Belle Vue Park lodge cottage's thatched roof

63.5. To receive an update on appointing an HR consultant

63.6. To consider if and how to budget for replenishment based on life expectancy of recent capital upgrades and anticipated replacement dates

63.7. To consider the review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)

63.8. To consider the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)

63.9. To consider the IT services contract, including any transitional costs (confidential)

63.10. To consider the response to East Suffolk Council on the Towns Fund Agreement (confidential)

63.11. To receive an update on progressing the lease for the workshop/storage premises (confidential)

63.12. To receive an update on non-payment of rent by a tenant and to consider next steps (confidential)

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

64.1. War Memorial Museum

64.2. Royal Naval Patrol Service Association Museum

64.3. Martello and Giardino

64.4. Moviemakers Theatre

64.5. Maritime Museum

64.6. Gunton Estate Residents' Meeting Hall

64.7. Lowestoft and District Allotment Association

64.8. To receive an update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club

65. Date of the next meeting

Lowestoft Town Council

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First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 12 September 2022

10 October 2022 15:00

66. **Items for the next agenda and close**
67. **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:**
 - 67.1. Any legal matters, including those above as required