

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 14 November 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/88681549225>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/WzyACyKZlWw>.

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
7 November 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 14 November 2022

AGENDA

107. Welcome

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

108. To receive and consider approval of apologies for absence

109. Declarations of Interests and dispensations

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

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

110. To consider the draft minutes and appended confidential notes of the meetings on 10 October, 11 and 19 October 2022

111. 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.

112. Budget and Loan:

112.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 10, 17 and 24 October, and 8 November 2022

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

112.3. To note any bank reconciliations

112.4. To receive the East Suffolk Council letter advising of the Council Tax base and precept demand information

112.5. To consider the budget allocation for further recruitment

112.6. To consider the budget allocation for the Rosedale Park and Bentley Drive play area refurbishments

112.7. To consider an additional budget of £250 for the 'Reclaim' memorial event on 19 November

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

113. Payments and Receipts:

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

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

114. Grants

114.1. To note receipt of the following grant applications and consider whether they require urgent consideration:

114.1a. Ormiston Denes Academy for £2,000

114.1b. Leading Lives for £1,500

114.1c. Hope for Tomorrow for £2,000

114.1d. South Pier Lowestoft for £2,645.44

114.1e. Beresford Road Evangelical Church coffee drop-in – amount to be confirmed

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114.2. To consider the Lawn Tennis Association's Grant Funding Agreement and the need for an Operating Model for the tennis courts (some aspects may be confidential)

115. Standing Orders and Policies

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

- 115.1a. Standing Orders
- 115.1b. Environmental Policy
- 115.1c. Equality and Diversity
- 115.1d. Financial Regulations (procurement threshold changes)
- 115.1e. Freedom of Information Publication Scheme and additional information
- 115.1f. Friends Groups Policy
- 115.1g. Health and Safety Policy
- 115.1h. IT policy
- 115.1i. Ponds Policy
- 115.1j. Public Participation Protocol and Public Participation Protocol (Video meetings)
- 115.1k. Reporting Procedure for Assets and Maintenance.

116. Other financial and governance matters, including:

- 116.1. To note the revised the salary scales and backdated application to 1 April 2022, and to consider the additional day of annual leave from 1 April 2023 (some aspects may be confidential)
- 116.2. To receive an update on VAT advice for the Marina Theatre and Town Hall projects
- 116.3. To consider the draft Terms of Reference for the Marina Theatre Quarterly Management Meetings
- 116.4. To consider the Marina Theatre's list of priorities and costs
- 116.5. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential)

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

- 117.1. Royal Naval Patrol Service Association Museum
- 117.2. Martello and Giardino
- 117.3. Moviemakers Theatre
- 117.4. Maritime Museum
- 117.5. Gunton Estate Residents' Meeting Hall
- 117.6. Tenancy agreement for property situated on Town Council land

118. Date of the next meeting

12 December 2022 15:00

119. Items for the next agenda and close

120. 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:

- 120.1. Any legal matters, including those above as required