

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 14:00 on 6 March 2023, 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/83627878301>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/pGFJoODktul>.

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
27 February 2023

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
14:00 on 6 March 2023

AGENDA

164. Welcome

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

165. To receive and consider approval of apologies for absence

166. Declarations of Interests and dispensations

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

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

167. To consider the draft minutes and appended confidential notes of the meeting on 22 February 2023

168. 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.

169. Budget and Loan:

169.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 6, 13 and 20 February 2023

170. Grants

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

170.1a. First Light Festival Community Interest Company £5,921 (has requested consideration at this meeting)

170.1b. Joe Thompson t/a Ventura Cottage for £2,000

170.2. To give early consideration to a possible sponsorship arrangement for the South Pier

171. Other financial and governance matters, including:

171.1. To consider any additional costs for migration to a new IT provider

171.2. To consider the financial implications of the Councillor Mental Health and Wellbeing Policy

171.3. To consider the cost of bank stabilisation works at the Great Eastern Linear Park (some aspects may be confidential)

171.4. Memorial benches and planting:

171.4a. To consider issues relating to settlement of an invoice for a memorial tree (some aspects may be confidential)

171.4b. To consider the Memorial Bench policy and matters relating to charges contained within

171.4c. To consider the Memorial Planting policy and matters relating to charges contained within

171.5. To receive an update on location of registers for RNPS memorial in Belle Vue Park (some aspects may be confidential)

171.6. To consider the budget allocation of £4,100 for the Kindertransport commemorative statue conceptual work

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

172.1. Royal Naval Patrol Service Association Museum

172.2. Martello and Giardino

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172.3. Maritime Museum

172.4. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)

172.5. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)

172.6. In the absence of a formal Constitution, to consider interim arrangement for the election of a Management Committee for Gunton Estate Residents' Hall, including Committee composition, eligibility to stand/vote, and legal and financial questions (some aspect may be confidential)

172.7. To receive an update on the Hamilton House lease and associated provision/cost and rent review (confidential)

172.8. To receive an update on the progression of the new lease for the Lowestoft and District Allotments Association, on the revised terms approved by January Full Council

173. Date of the next meeting

13 March 2023 15:00

174. Items for the next agenda and close

175. 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:

175.1. Any legal matters, including those above as required