

# 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 8 August 2022, at **Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB.**

**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/82500986290>. The meeting can also be observed via the following link: <https://youtu.be/IDSS7ydlhYI>. 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  
3 August 2022

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**15:00 on 8 August 2022**

**AGENDA**

**31. Welcome**

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

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

**33. Declarations of Interests and dispensations**

33.1. 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

**34. To consider the draft minutes of the meeting on 11 July 2022**

**35. 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.

**36. Budget and Loan:**

36.1. To consider a request from Cllr Patience to join the Budget and Loan Sub-Committee

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

36.3. To note any bank reconciliations

**37. Payments and Receipts:**

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

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

**38. Grants:**

38.1. To consider the following grant applications:

38.1a. Lowestoft Foodbank for £1,500

38.1b. Amy Smith for £100

38.1c. Beresford Road Evangelical Church for £1,500

38.1d. Kirkley Pantry for £1,500

38.1e. East Suffolk One for £1,331.80

38.1f. Co-operative Wholesale Society (in conjunction with HODs Lowestoft) for £185

38.1g. Elizabeth Alway for £200 - £300

38.2. To consider the use of the Grant Awarding Policy in light of the cost of living crisis

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

39.1. To consider financial recommendations arising from the Assets, Inclusion and Development Committee on 1 August 2022 which exceed that Committee's financial delegation

39.2. To consider the thresholds for procurement in Financial Regulations

39.3. To consider amplification, streaming equipment and IT options for meetings (some aspects may be confidential)

39.4. To consider the cost of work to a retaining wall in Sparrows Nest

39.5. To consider recommendations and costs regarding the management and ongoing maintenance of the Town Council's ponds and waterways

39.6. To note the findings from the assessment of civic artefacts in storage (some aspects may be confidential)

39.7. To consider any outcomes from the Marina Theatre Quarterly Management meeting on 15 July 2022

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- 39.8. To receive an update on progress with the new Marina Theatre lease (some aspects may be confidential)
- 39.9. To consider making a recommendation to Full Council on progressing the installation of floodlights at the Denes Oval tennis courts, within a maximum budget of £53,732
- 39.10. To receive an update on progressing licences for the Lowestoft Town Tennis Club and the Lowestoft Cricket Club (some aspects may be confidential)
- 39.11. To consider the application of the Lone Worker Policy to the Town Hall project, with particular reference to consultants and contractors working unaccompanied in the building (some aspects may be confidential)
- 39.12. To consider the review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)
- 39.13. To consider the leaseback provisions in the Waveney District Council (Reorganisation of Community Governance) Order 2017 (confidential)
- 39.14. To consider making a recommendation to Full Council regarding ESC's inclusion of the Compass Street pocket park project within the Towns Fund agreement for the Town Hall (confidential)
- 39.15. To consider making a recommendation to Full Council regarding accepting transfer of ownership of the Orbit Compass Street land to Lowestoft Town Council, in light of events which have taken place since this was originally discussed in 2020 including the preceding item (confidential)

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

- 40.1. War Memorial Museum
- 40.2. Royal Naval Patrol Service Association Museum
- 40.3. Martello and Giardino
- 40.4. Moviemakers Theatre
- 40.5. Maritime Museum
- 40.6. Gunton Estate Residents' Meeting Hall

**41. Date of the next meeting**

12 September 2022 15:00

**42. Items for the next agenda and close**

**43. 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:**

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