

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 9 January 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 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/84321766836>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/0Ksug9EO-zs>.

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
22 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 9 January 2023

AGENDA

134. Welcome

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

135. To receive and consider approval of apologies for absence

136. Declarations of Interests and dispensations

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

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

137. To consider the draft minutes and appended confidential notes of the meeting on 12 December 2022

138. 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.

139. Budget and Loan:

139.1. To receive the draft minutes of the Budget and Loan Sub-Committee meetings on 18, 22, 29 November and 5, 12, 19 December 2022 and 4 January 2023

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

139.2a. Marina Theatre electrical upgrade

139.2b. Play Inspection budget

139.3. To note any bank reconciliations

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

139.5. To consider the budget allocation for reimbursement to the Marina Theatre Trust for a measured survey of the Marina Theatre and Booking Office building (expenditure approved by Full Council)

139.6. To consider the Play Area Refurbishments budget for 2023-2024

139.7. To consider the budget for audits in 2023-2024

140. Payments and Receipts:

140.1. To note the income and expenditure reports for December 2022 and January 2023 to date, including payments made under delegated authority (see schedules)

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

141. Standing Orders and Policies

141.1. To receive the draft minutes of the Standing Orders and Policies Sub-Committee meeting on 21 December 2022

141.2. To consider the following recommendations from the Standing Orders and Policies Sub-Committee:

141.2a. To recommend adoption of the following policies:

Acquisition and Disposal (as amended)

Appraisals Guidance

Heritage Plaques (as amended)

Legionella Control and Water Hygiene (subject to H&S amendments being included)

Lone Working

Media Policy

Member Officer Protocol

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Mulch Policy

Noticeboard Protocol

Pandemic Contingency and Recovery

Personal Use of the Telephone

141.2b. To consider the IT Policy and how to strengthen to include data security when members are using personal devices and not Town Council provided devices.

142. Grants

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

142.1a. 7th Lowestoft Rainbows, 7th Lowestoft Brownies, 1st Gunton Brownies, 8th Lowestoft Guides, 8th Lowestoft Rangers for £2,000

143. Other financial and governance matters, including:

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

143.1a. Whether formal acceptance of grant funding has been communicated to the Lawn Tennis Association, and the funding secured

143.1b. The draft funding agreement from the Lawn Tennis Association

143.1c. A commencement date for the grant funded works

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

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

144.1. Royal Naval Patrol Service Association Museum

144.2. Martello and Giardino

144.3. Maritime Museum

144.4. Gunton Estate Residents' Meeting Hall

145. Date of the next meeting

13 February 2023 15:00

146. Items for the next agenda and close

147. 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:

147.1. Any legal matters, including those above as required