

# 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 13:00 on 9 June 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/81477071608>. The meeting can also be observed via the following link: <https://youtu.be/CGaUZEPTCF0>. 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  
30 May 2022

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**Whitton Residents' Hall, Hawthorn Avenue, Lowestoft, Suffolk, NR33 9BB**  
**13:00 on 9 June 2022**

**AGENDA**

**1. Welcome**

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

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

**3. Declarations of Interests and dispensations**

- 3.1. To receive Declarations of Disclosable Pecuniary and Non-Pecuniary 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

**4. To consider the draft minutes and appended confidential notes of the meeting on 12 May 2022**

**5. 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.

**6. To review and adopt Committee arrangements**

- 6.1. To note the membership of the Finance and Governance Committee  
6.2. To appoint the Deputy Chair of the Finance and Governance Committee

**7. To review and adopt Sub-Committee arrangements for the Budget and Loan Sub-Committee and Standing Orders and Policies Sub-Committee**

- 7.1. To consider composition  
7.2. To review and consider adoption of the Terms of Reference  
7.3. To agree the meeting schedule

**8. To review and adopt Working Group arrangements for the Norse Contract Working Group**

- 8.1. To consider composition

**9. Budget and Loan:**

- 9.1. To agree the 2021 – 2022 end of year budget and reserves position  
9.2. To note receipt of the internal audit report  
9.3. To consider the Annual Governance and Accountability Return (AGAR) for 2021 – 2022 and associated papers and processes for external audit, including:  
9.3a. To note the internal audit report (AGAR)  
9.3b. To approve the Annual Governance Statements (Section 1 AGAR)  
9.3c. To approve the Accounting Statements (Section 2 AGAR) and note the associated papers, including significant variations and bank reconciliation  
9.3d. To note the period for the exercise of public rights  
9.4. To monitor the budget for 2022 – 2023, including delegated Committee and Sub-Committee budgets  
9.5. To consider the 2022 – 2023 grants and community engagement budgets and earmarked reserve  
9.6. To note any bank reconciliations  
9.7. To consider the budget allocation to replace the Fen Park footbridge  
9.8. To receive an update regarding non-payment of rent from a tenant, including to consider the implications for the 2022 – 2023 budget, and to consider what actions and contingency budgeting measures may be required (some aspects may be confidential)  
9.9. To consider the budget allocation and draft heads of terms for workshop and storage premises (some aspects may be confidential)

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**10. Payments and Receipts:**

- 10.1. To note the income and expenditure reports for May 2022 and June 2022 to date, including payments made under delegated authority (see schedules)
- 10.2. To consider any payments for approval (see schedule), including the following:
  - 10.2a. A music licence for Whitton Hall for £251.80 plus VAT

**11. Grants:**

- 11.1. To consider the following grant applications:
  - 11.1a. Lowestoft Food Network for £10,000, and to consider an annual contribution of £10,000 to the Lowestoft Food Network, with effect from 2023 – 2024 financial year
  - 11.1b. Eastern Angles Theatre Company Ltd for £200
  - 11.1c. The Excelsior Trust for £2,000
  - 11.1d. Waveney Valley Athletics Club for £5,000
  - 11.1e. YMCA Trinity Group for £2,974.31

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

- 12.1. To consider amplification and recording equipment options for the Council Chamber, including to consider the warranty period and any options for leasing equipment
- 12.2. To consider making a recommendation to Full Council regarding the replacement of the Marina Theatre's lighting desk
- 12.3. To consider opening trade accounts with builders' merchants and relevant suppliers, and an appropriate delegation to progress this
- 12.4. To consider the cost of installing Palisade security fencing at the Britten Road play area
- 12.5. To confirm the scheduling of play area refurbishments
- 12.6. To consider in principle the cost of removing the Normanston Park tennis courts surfacing, noting that a full resurface may be funded by the Lawn Tennis Association
- 12.7. To consider a proposal from the Environment and Waste Working Group regarding bulky waste collection to target fly tipping
- 12.8. To consider the review of grounds maintenance arrangements and receive an update from the Norse Contract Working Group (some aspects may be confidential)
- 12.9. To consider the IT contract for the Town Council offices (some aspects may be confidential)

**13. Date of the next meeting**

14 July 2022 13:00

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

- 15. 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:**

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