

# 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 12 June 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/89561187750>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/DINUUq-g-Qo>.

*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  
9 June 2023

# Lowestoft Town Council

## Meeting of the Finance and Governance Committee

First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE

15:00 on 12 June 2023

### AGENDA

**16. Welcome**

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

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

**18. Declarations of Interests and dispensations**

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

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

**19. To consider the draft minutes and appended confidential notes of the meeting on 23 May 2023**

**20. 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.

**21. To consider any requests to join Sub-Committees under the Finance and Governance Committee**

**22. To agree the meeting schedule for the Finance and Governance Committee**

**23. Budget and Loan:**

23.1. To monitor the budget for 2023 – 2024, including delegated Committee and Sub-Committee budgets

23.2. To note any bank reconciliations

**24. Payments and Receipts:**

24.1. To note the income and expenditure reports for May 2023 and June 2023 to date, including payments made under delegated authority (see schedules)

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

**25. Grants**

25.1. To consider the following grant applications:

25.1a. Ventura Cottage - £2,000

25.1b. Lowestoft Time Bank - £2,276

25.1c. Lowestoft Community Church - £3,402

25.1d. Suffolk County Football Association CIL - £10,000

25.1e. Lowestoft Town Football Club Ltd (amount to be considered)

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

**26. To review the following Town Council policies:**

26.1. Acquisitions and Disposal Policy

26.2. Adverse Weather Policy

26.3. Anti-Harassment and Bullying Policy

26.4. Appraisals Guidance

26.5. Arts Policy

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

27.1. To receive an update on the expenditure against budget for the changes to grounds maintenance operations from 2023/2024, including areas where the budget may be

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challenged (some aspects may be confidential)

- 27.2. To consider approval of an urgent Stage 1 dry rot risk management survey to Lowestoft Town Hall, with a maximum budget of £10,000 (some aspects may be confidential)
  - 27.3. To give early consideration to cashflow management during the Town Hall Project delivery phases, should delivery funding be forthcoming (confidential)
  - 27.4. To receive an update on the funding agreement for the Normanston Park tennis courts (confidential)
  - 27.5. To receive an update on the procurement for the tennis facilities operator (confidential)
  - 27.6. To receive an update on the procurement for the bulky waste trial (some aspects may be confidential)
- 28. To consider lease and licence arrangements for the following (some aspects may be confidential):**
- 28.1. Royal Naval Patrol Service Association Museum
  - 28.2. Martello and Giardino
  - 28.3. Maritime Museum
  - 28.4. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)
  - 28.5. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
  - 28.6. To receive an update on the Cricket and Tennis Club leases
  - 28.7. To receive an update on the lease, and other arrangements, for securing outdoor storage and workshop facilities
- 29. To consider interim emergency security measures (with budget and delegation) for the Sparrows Nest bowling green, pending discussions with police and considerations of a long-term solution by Full Council**
- 30. To consider an updated draft of the Reserves Policy to be approved by Full Council**
- 31. To receive an update on legal advice regarding the Lowestoft Kittiwake Partnership Agreement (confidential)**
- 32. Date of the next meeting**  
10 July 2023 15:00 – To be confirmed.
- 33. Items for the next agenda and close**
- 34. 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:**
- 34.1. Any legal matters, including those above as required