

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 10:30 on 11 July 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/81738326470>. The meeting can also be observed via YouTube on the following link: https://youtu.be/E_9ZCD7VB4c.

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
4 July 2023

Lowestoft Town Council
Meeting of the Finance and Governance Committee
First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE
10:30 on 11 July 2023

AGENDA

35. Welcome

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

36. To receive and consider approval of apologies for absence

37. Declarations of Interests and dispensations

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

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

38. To consider the draft minutes and appended confidential notes of the meetings on 23 May and 12 June 2023

39. 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.

40. Budget and Loan:

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

40.2. To note any bank reconciliations

41. Payments and Receipts:

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

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

42. Grants

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

42.1a. Ventura Cottage - £2,000 (some aspects may be confidential)

42.1b. Lowestoft Time Bank - £2,276

42.1c. To note that Lowestoft Community Church have withdrawn their application

42.1d. Suffolk County Football Association CIL - £10,000

42.1e. Lowestoft & Oulton Broad Motor Boat Club Ltd - £2,000

42.1f. Gunton Primary Academy (amount to be considered)

42.1g. Lowestoft Town Football Club Ltd (amount to be considered)

42.1h. South Pier Lowestoft Ltd - £10,500 over three years

43. To review the following Town Council policies, including any recommendations from the Assets, Inclusion and Development Committee and the Personnel Committee:

43.1. Acquisitions and Disposal Policy

43.2. Appraisals Guidance

43.3. Arts Policy

43.4. Councillor Wellbeing Policy

43.5. Staff Wellbeing Policy

44. Other financial and governance matters, including:

44.1. 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 challenged (some aspects may be confidential)

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- 44.2. To consider the budget allocation of the following expenditure:
 - 44.2a. The combined cost of the Town Hall degradation works, Town Hall dry rot survey and earlier Town Hall degradation report
 - 44.2b. The refurbishment of Cotman Close play area
 - 44.2c. The installation of new equipment at the Normanston Park play area
 - 44.3. To consider a request from the Cricket Club for Wi-Fi permission for Denes Oval
 - 44.4. To consider purchasing a replacement pump for the Sparrows Nest Pond at a cost of £255 + VAT
 - 44.5. To receive an update on how the approved Town Hall degradation works will be progressed, noting that the conservation architect and other project team members will be out of contract over the summer
 - 44.6. To consider a preliminary budget for the 2024 Rock n Roll Event
 - 44.7. To receive an update on commissioning the approved preventative repair works for the Sparrows Nest café/museum building
 - 44.8. To consider the current status of the Britten Road boundary fence and financial aspects of completing the original Council approval to extend the fence the length of the entire boundary
 - 44.9. To consider quotations for C3 electrical works at the Marina Theatre
 - 44.10. To consider a request from the Marina Theatre to replace the cinema screen (indicative cost approximately £3,000), including to consider an appropriate maximum budget and delegation to progress
 - 44.11. To consider any costs associated with making items available from the Lowestoft Collection for inclusion in the maritime-themed exhibition in The Grit next month (some aspects may be confidential)
 - 44.12. To consider any costs associated with the actions approved by the Assets, Inclusion and Development Committee for Gunton Estate Residents Hall (confidential)
- 45. To consider lease and licence arrangements for the following (some aspects may be confidential):**
- 45.1. Martello and Giardino
 - 45.2. To receive an update on VAT advice and any implications for the Marina Theatre lease and Towns Fund project (confidential)
 - 45.3. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
 - 45.4. To receive an update on the Cricket and Tennis Club licenses
- 46. To consider an updated draft of the Reserves Policy to be approved by Full Council**
- 47. Date of the next meeting**
8 August 2023 10:30
- 48. Items for the next agenda and close**
- 49. 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:**
- 49.1. Any legal matters, including those above as required