

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 8 August 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/85076562924>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/CA4W2rLeMh4>.

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

1 August 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 8 August 2023

AGENDA

50. Welcome

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

51. To receive and consider approval of apologies for absence

52. Declarations of Interests and dispensations

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

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

53. To consider the draft minutes and appended confidential notes of the meetings on 23 May, 12 June and 11 July 2023

54. 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.

55. Budget and Loan:

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

55.2. To note any bank reconciliations

56. Payments and Receipts:

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

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

57. Grants

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

57.1a. Suffolk County Football Association CIL - £10,000

57.1b. Gunton Primary Academy (amount to be considered)

57.1c. Lowestoft Town Football Club Ltd (amount to be considered)

57.1d. Lowestoft Film Festival c/o Sunrise Studios - £735.47

57.1e. Gunton Estate Community Hall (amount to be confirmed)

57.1f. Scores Race 2023 (subject to application, amount to be considered)

57.1g. Lowestoft Heritage Open Days 2023 (subject to application, amount to be confirmed)

57.2. To note the query from Lowestoft Shopmobility on the return of underspent grant

58. Other financial and governance matters, including:

58.1. 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)

58.2. To consider the budget allocation of the following expenditure:

58.2a. The Town Hall degradation works

58.2b. The refurbishment of Cotman Close play area

58.2c. The installation of new equipment at the Normanston Park play area

58.2d. The bank stabilisation works at the Great Eastern Linear Park with a maximum budget of £14,600 plus VAT

58.3. To consider the cost of renewal of the Christmas lights contract for an additional three

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years, at a cost of £7,239.02 plus VAT

- 58.4. To consider the installation and funding of Wi-Fi at the Denes Oval
 - 58.5. To consider a budget and delegations for works at Uplands Road North
 - 58.6. To receive an update on the signing of the LTA funding agreement
 - 58.7. To receive an update on the tender for the tennis club operator
 - 58.8. To receive an update on setting up a Project Board to progress the Marina Theatre project
 - 58.9. To receive an update on setting up a Steering Group to support the 2024 D-Day 80th anniversary commemoration and progress the 2025 Armed Forces Day bid
 - 58.10. To consider a budget for tree works and related delegations on Uplands Road North
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59. **To consider lease and licence arrangements for the following (some aspects may be confidential):**
 - 59.1. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
 - 59.2. To receive an update on the Cricket and Tennis Club licenses
 - 59.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors.
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60. **To consider an updated draft of the Reserves Policy to be approved by Full Council**
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61. **Date of the next meeting**
12 September 2023 10:30
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62. **Items for the next agenda and close**
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63. **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:**
 - 63.1. Any legal matters, including those above as required