

# Lowestoft Town Council Finance and Governance Committee

For the attention of all Committee Members

You are summoned to attend an Extraordinary Meeting of the Finance and Governance Committee of Lowestoft Town Council at 10:30 on 19 September 2023, at **First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE.**

**The meeting is held in accessible premises and open to the public and press to attend.**

Those attending 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/84794303966>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/Q2AJnEqdQxc>.

*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.

*A. Pearce*

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Andy Pearce, Chair  
13 September 2023

**Lowestoft Town Council**  
**Extraordinary Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:30 on 19 September 2023**

**AGENDA**

**64. Welcome**

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

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

**66. Declarations of Interests and dispensations**

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

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

**67. To consider the draft minutes and the appended confidential note of the meeting on 8 August 2023**

**68. 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.

**69. Budget and Loan:**

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

69.2. To note any bank reconciliations

**70. Payments and Receipts:**

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

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

**71. Grants**

71.1. To consider the following grant applications:

71.1a. Gunton Primary Academy (amount to be considered)

71.1b. Disability Advice North East Suffolk - £10,000

71.1c. Triple A Boxing Club - £2,000

71.1d. St Peter and St John, Kirkley - £500

71.1e. Marina Theatre - £1,900

71.2. To note that there will be no grant application or expenditure against the ring-fenced £5,000 HODs budget and to consider rolling over the unused amount and ring-fencing it as funding for 2024 HODs

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

72.1. 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)

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

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- 72.2a. The Town Hall degradation works
  - 72.2b. Determine the reserve/budget allocation for the land purchase approved at August Full Council (confidential)
  - 72.2c. Soakaways in Kensington Gardens (maximum budget £2,650 + VAT, Denes Oval (maximum budget £3,250 + VAT) and the Maritime Museum (£2,000 + VAT)
  - 72.2d. £4,000 for anti-vandalism measures at the Triangle Market toilets and Pakefield Street toilets
  - 72.3. To make a recommendation to Full Council on the budget allocation of £15,000 for the purchase of eight EasyGates for Stoven Close and Normanston Park
  - 72.4. To consider additional funding of £2,550 plus VAT for Resan toilets and sinks at disabled public conveniences at Fen Park and Triangle Market
  - 72.5. To consider the cost of a scrape for Denes Oval
  - 72.6. To consider the installation and funding of Wi-Fi at the Denes Oval
  - 72.7. To consider expenditure for a mobile conference sound system (some aspects may be confidential)
  - 72.8. To consider subsidy control for the Town Hall (confidential)
  - 72.9. To consider delegating expenditure on further subsidy control advice and support on the broader work of the Council within a budget not exceeding £5,000 + VAT (confidential)
  - 72.10. To receive an update on procurement for the tennis court operator
  - 72.11. To consider the consultation on the financial regulations
  - 72.12. To note the external audit report for the year ending March 2023
- 73. To consider lease and licence arrangements for the following (some aspects may be confidential):**
- 73.1. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
  - 73.2. To receive an update on the Cricket and Tennis Club licenses
    - 73.2a. To direct Budget & Loan to factor the cost and budget/reserve allocation for a replacement net into the 2024/25 budget preparations, on the provisional basis that this will be directly funded by the Town Council, with third-party funding opportunities to also be explored
  - 73.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors.
  - 73.4. To receive an update on progressing the new Martellos/Giardinos lease
- 74. To consider the updated draft of the Reserves Policy**
- 75. To review the following policies:**
- 75.1. Acquisitions and Disposal
  - 75.2. Appraisals Guidance
  - 75.3. Arts
- 76. To note the appointment of a contractor for the Bulky Waste Collection trial (some aspects may be confidential)**
- 77. Date of the next meeting**  
10 October 2023 10:30
- 78. Items for the next agenda and close**
- 79. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be**

# **Lowestoft Town Council**

## **Extraordinary Meeting of the Finance and Governance Committee**

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**10:30 on 19 September 2023**

**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:**

79.1. Any legal matters, including those above as required