

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 10 October 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/85414315600>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/wvueHKjzOLO>.

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

3 October 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 10 October 2023

AGENDA

80. Welcome

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

81. To receive and consider approval of apologies for absence

82. Declarations of Interests and dispensations

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

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

83. To consider the draft minutes and the appended confidential note of the meeting on 25 September 2023

84. 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.

85. Budget and Loan:

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

85.2. To note any bank reconciliations

86. Payments and Receipts:

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

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

87. Grants

87.1. To consider the following grant applications:

87.1a. Gunton Primary Academy (amount to be considered)

87.1b. Suffolk Wildlife Trust on behalf of the Lowestoft Kittiwake Partnership - £1,665

87.1c. Robert Mayes Charity - £1,500

87.1d. Team Waveney Swimming Club (amount to be confirmed)

88. Other financial and governance matters, including:

88.1. 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)

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

88.2a. A maximum budget of £1,750 for the purchase of a Mayor and Deputy Mayor Consort badge

88.2b. The installation of a standpipe at Normanston Park at a maximum cost of £5,000

88.3. To consider the following in relation to the Denes Oval:

88.3a. To consider the installation and funding of Wi-Fi at the Denes Oval

88.3b. To give early consideration to renovation and refurbishment of the Denes Oval clubhouse and toilets, including any additional changing area provision that may be required for use by cricket umpires and the tennis club

88.3c. A recommendation to Full Council on commissioning a report for a renovation programme

88.4. To receive an update on procurement for the tennis court operator

88.5. To consider the consultation on the financial regulations

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- 88.6. To consider a request from Marina Theatre to replace the cinema sound processor at a cost of £4,000
 - 88.7. To receive an update on setting up the joint Steering Group for D-Day 80th (2024)
 - 88.8. To receive an update on the preparation of a bid to be the national host town for Armed Forces Day 2025
 - 88.9. To receive an update on reconvening meetings with third parties re possible Kindertransport art installation (confidential)
 - 88.10. To receive an update on contacting other local parish councils to consider periodic formal liaison meetings to discuss issues of mutual interest and possibilities for co-operations
 - 88.11. To understand whether a Councillor delegate is needed to represent the Town Council on any SALC bodies under the terms of membership, with a request to Full Council to schedule the relevant appointment process if agreed
- 89. To consider lease and licence arrangements for the following (some aspects may be confidential):**
- 89.1. To receive an update on the status of the lease for the Lowestoft War Memorial Museum (confidential)
 - 89.2. To receive an update on the Cricket and Tennis Club licenses
 - 89.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors.
 - 89.4. To receive an update on progressing the new Martello/Giardino lease
- 90. To consider the updated draft of the Reserves Policy**
- 91. Date of the next meeting**
14 November 2023 10:30
- 92. Items for the next agenda and close**
- 93. 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:**
- 93.1. Any legal matters, including those above as required