

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 14 November 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/86976615214>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/WBMFH7IP0m0>.

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

7 November 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 14 November 2023

AGENDA

94. Welcome

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

95. To receive and consider approval of apologies for absence

96. Declarations of Interests and dispensations

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

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

97. To consider the draft minutes and the appended confidential notes of the meetings on 25 September and 10 October 2023

98. 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.

99. Budget and Loan:

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

99.2. To note any bank reconciliations

99.3. To consider a request from Cllr Coleby to join the Budget and Loan Sub-Committee

100. Payments and Receipts:

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

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

101. Grants

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

101.1a. Access Community Trust - £1,500

101.1b. Bact Community Transport - £3,000

101.1c. Footprints Pantry at Beresford Rd Evangelical Church - £1,500

101.1d. St Andrew's Church - £1,000

101.1e. St Luke's Whitton Pantry - £2,000

101.1f. Lord Kitchener Memorial Holiday Centre - £1,930

101.1g. Ventura Cottage - £2,000

102. Other financial and governance matters, including:

102.1. 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)

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

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- 102.2a. Review the original resolution for the maximum budget of £1,750 for the purchase of a Mayor and Deputy Mayor Consort badge
- 102.2b. A maximum budget of £750 to cover miscellaneous works in Belle Vue Park leading up to its 150th anniversary
- 102.2c. £2,933.50 for the Belle Vue Park information panel
- 102.2d. Ring-fencing £3,000 from the £15,000 budget for D-Day 80th Anniversary in 2023/2024
- 102.3. To review the process and organisation of agendas
- 102.4. To consider the process by which Full Council, Committee and Sub-Committee decisions on committed and actual expenditure, and budget allocation, are fed back to Finance staff for inclusion in the budget document
- 102.5. To note receipt of the second instalment for Community Infrastructure Levy and consider allocation
- 102.6. To consider the following in relation to the Denes Oval:
 - 102.6a. To consider the installation and funding of Wi-Fi at the Denes Oval
 - 102.6b. 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
 - 102.6c. A recommendation to Full Council on commissioning a report for a renovation programme
- 102.7. To consider Council oversight on purchases over £10,000 for Marina Theatre
- 102.8. To receive an update on the commissioning of an updated, costed and prioritised preventative repair report for the café/museum building in Sparrows Nest
- 102.9. To receive an update on setting up the joint steering group for D-Day 80th Anniversary 2024
- 102.10. To receive an update on preparation of a bid to be the national host town for Armed Forces Day 2025 (some aspects may be confidential)
- 102.11. To receive an update on procurement for the tennis court operator (some aspects may be confidential)
- 102.12. To receive an update on reconvening meetings with third parties re possible Kindertransport art installation (confidential)
- 102.13. To consider whether the Town Council should self-insure against contracting works on land not in its ownership (confidential)
- 102.14. To consider the cost implications and development of land for 2024-2025 (confidential)

103. To consider the updated draft of the Reserves Policy

104. To review the following policies:

- 104.1. Community Engagement
- 104.2. Complaints Procedure
- 104.3. Conferring the Title of Honorary Freeman and Freewomen
- 104.4. Conferring the Title of Honorary Freeman and Freewomen – Post Award
- 104.5. Co-option
- 104.6. Cycling Pledge
- 104.7. Data Protection
- 104.8. Data Retention
- 104.9. Defibrillator
- 104.10. Disciplinary and Grievance Procedures

105. To consider lease and licence arrangements for the following (some aspects may be confidential):

- 105.1. To receive an update on arranging a zoom call with our legal advisor to consider the lease for the Lowestoft War Memorial Museum (confidential)
- 105.2. To consider the licenses for the Lowestoft Town Tennis and Cricket Clubs (confidential)

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- 105.3. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors.
- 105.4. To receive an update on arranging a zoom call with Directors of Martello/Giardino to progress the new lease
- 105.5. To receive an update on progression of the lease for outdoor workshop and storage premises (including a copy of the latest draft lease and written summary of outstanding issues to be resolved) and to consider any associated recommendation to Full Council (confidential)
- 105.6. To receive clarification on the annual lease amount for outdoor workshop and storage premises (some aspects may be confidential)

106. Date of the next meeting

12 December 2023 10:30

107. Items for the next agenda and close

108. 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:

- 108.1. Any legal matters, including those above as required