

# 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 12 December 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/83581066279>. The meeting can also be observed via YouTube on the following link: [https://youtu.be/o97u\\_qrT1t0](https://youtu.be/o97u_qrT1t0).

*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 L Foote*

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Sarah Foote, Deputy Town Clerk  
5 December 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 12 December 2023**

**AGENDA**

**109. Welcome**

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

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

**111. Declarations of Interests and dispensations**

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

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

**112. To consider the draft minutes and the appended confidential notes of the meetings on 14 November 2023**

**113. 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.

**114. Budget and Loan:**

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

114.2. To note any bank reconciliations

**115. Payments and Receipts:**

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

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

**116. Grants**

116.1. To consider the following grant applications:

116.1a. Access Community Trust - £1,500

116.1b. Kirkley People's Forum - £4,209

116.1c. Project Apocalypse - £1,000

116.1d. Norfolk and Suffolk Woodcarvers - £750

116.1e. The Lowestoft Players Ltd - £900

116.2. To consider making a donation to the Britten as a Boy sculpture project

116.3. To consider a request from the Lowestoft Museum to draw down on the ring-fenced £10,000 match-funding

116.4. To consider making donations to assist those affected by conflicts in Ukraine and Gaza

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

117.1. 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)

117.2. To consider costs relating to the lease of a tipper vehicle

117.3. To note the Community Infrastructure Levy fund for Lowestoft Town Council

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

117.4a. To consider the installation and funding of Wi-Fi at the Denes Oval

117.5. To note the interim internal audit report

117.6. To consider the Town Council's protocol for the handling of concerns raised by members of the public, including those which are not formal complaints or insurance claims, including those where contractors are acting under commission to the Town

# Lowestoft Town Council

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10:30 on 12 December 2023

Council (some aspects may be confidential)

117.7.To consider information to be supplied for Councillors to appropriately consider legal and commercial agenda items in confidential session, especially where they are required to make recommendations or decisions

**118. To review the following policies:**

118.1.Community Engagement

118.2.Complaints Procedure

118.3.Conferring the Title of Honorary Freemen and Freewomen

118.4.Conferring the Title of Honorary Freemen and Freewomen – Post Award

118.5.Co-option

118.6.Cycling Pledge

118.7.Data Protection

118.8.Data Retention

118.9.Defibrillator

118.10. Disciplinary and Grievance Procedures

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

119.1. The Lowestoft War Memorial Museum Lease (confidential)

119.2.Licenses for the Lowestoft Town Tennis and Cricket Clubs (confidential)

119.3.The Heads of Terms and lease for Unit 2 (some aspects may be confidential)

119.4.To understand the legal position and risk of a tenancy at will situation (some aspects may be confidential)

119.5.To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors.

119.6.London Road South land transfer (partial) to East Suffolk Council (confidential)

119.7.Northern coastal and sea wall transfers from East Suffolk Council (confidential)

119.8.Kirkley Community Sports and Social Club land from East Suffolk Council (confidential)

119.9.Legal and other aspects of the relationship with a tenant (confidential)

**120. Date of the next meeting**

9 January 2024 10:30

**121. Items for the next agenda and close**

**122. 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:**

122.1.Any legal matters, including those above as required