

# 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 9 January 2024, 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/86915563617>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/qTWkT40XWDU>.

*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  
2 January 2024

**Lowestoft Town Council**  
**Meeting of the Finance and Governance Committee**  
**First Floor, Hamilton House, Battery Green Road, Lowestoft, Suffolk, NR32 1DE**  
**10:30 on 9 January 2024**

**AGENDA**

**123. Welcome**

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

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

**125. Declarations of Interests and dispensations**

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

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

**126. To consider the draft minutes and the appended confidential notes of the meetings on 14 November 2023 and 12 December 2023**

**127. 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.

**128. Budget and Loan:**

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

128.2. To note any bank reconciliations

128.3. To consider any recommendations from Budget and Loan regarding the 2024-2025 budget and precept

128.3a. To consider a delegation to Budget and Loan to submit a recommendation on the 2024-2025 budget directly to Full Council in the event a draft budget is not finalised until after 9 January 2023

**129. Payments and Receipts:**

129.1. To note the income and expenditure reports for December 2023 and January 2024 to date, including payments made under delegated authority (see schedules)

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

**130. Grants**

130.1. To consider the following grant applications:

130.1a. Project Apocalypse - £1,000

130.1b. National Literacy Trust - £1,180

130.1c. Oulton Broad Water Sports Centre – £2,000 pre-April 2024 and £5,500 post-April 2024

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

131.1. 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)

131.2. To consider costs to repair or replace the emergency lights at the Marina Theatre (confidential)

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

131.3a. To consider the installation and funding of Wi-Fi at the Denes Oval

131.4. 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

131.5. To consider a request from the Lowestoft and Plaisir Twinning Association to drawdown

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on the £1,000 funding ring-fenced for them

- 132. To consider lease and licence arrangements for the following (some aspects may be confidential):**
- 132.1. The Lowestoft War Memorial Museum Lease (confidential)
  - 132.2. Licenses for the Lowestoft Town Tennis and Cricket Clubs (confidential)
  - 132.3. The Heads of Terms and lease for Unit 2 (some aspects may be confidential)
  - 132.4. To understand the legal position and risk of a tenancy at will situation (some aspects may be confidential)
  - 132.5. To receive an update on progress of the Marina Theatre lease, following recent discussions with the legal and VAT advisors.
  - 132.6. London Road South land transfer (partial) to East Suffolk Council (confidential)
  - 132.7. Northern coastal and sea wall transfers from East Suffolk Council (confidential)
  - 132.8. Kirkley Community Sports and Social Club land from East Suffolk Council (confidential)
- 133. Date of the next meeting**  
13 February 2024 10:30
- 134. Items for the next agenda and close**
- 135. 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:**
- 135.1. Any legal matters, including those above as required