

# 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 13 February 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/82028803797>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/Vqq4o2p4nyQ>.

*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, Acting Town Clerk  
7 February 2024

**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 13 February 2024**

**AGENDA**

**136. Welcome**

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

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

**138. Declarations of Interests and dispensations**

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

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

**139. To consider the draft minutes of the meeting on 16 January 2024**

**140. 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.

**141. To appoint an additional Bank Reconciliation Signatory**

**142. Budget and Loan:**

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

142.2. To note any bank reconciliations

142.3. To consider the draft minutes and the appended confidential notes of the meetings on 20 November 2023 and 8 January 2024

142.4. To note minutes still to be considered pending completion:

142.4a. 4 December 2023, 11 December 2023 and 15 January 2024

**143. Payments and Receipts:**

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

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

**144. Grants & Sponsorships**

144.1. To consider the following grant applications:

144.1a. Lowestoft Foodbank - £1,500

144.1b. The Hygiene Bank (Waveney Grassroots Project) - £1,500

144.1c. First Light Festival - £5,000

144.1d. To receive a presentation from Project Apocalypse in relation to their grant application for £1,000

144.2. To receive an update from Ventura Cottage on the SKYLINE project

144.3. To receive a partnership request from Ventura Cottage

144.4. To consider engagement with International Boatbuilding Training College to explore grant and sponsorship opportunities (some aspects may be confidential)

144.5. To consider engagement with the Excelsior Trust to explore grant and sponsorship opportunities (some aspects may be confidential)

**145. Marina Theatre:**

145.1. To consider costs of servicing of equipment for Marina Theatre

145.2. To note the resolution of the Marina Theatre Project Committee regarding Party Wall Agreement with the Marina Centre (Cultural Quarter Redevelopment) and consider statutory requirements to appoint a surveyor

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

146.1. To consider the following quotations recommended for approval by the Assets, Inclusion and Development Committee and review the budget allocation:

146.1a. Refurbishment of the Kensington Gardens bridge, within a maximum budget £7,970

146.2. Grounds Maintenance:

146.2a. 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)

146.2b. To consider reallocation of budget from Grounds Maintenance to General Reserves where express leasing provision has been made

146.3. To consider changes to timetabling of the staffing budget (confidential)

146.4. To consider any staff terms and conditions (confidential)

146.5. To consider transfer of Arnold's Bequest funds to the charity board's newly created bank account

146.6. To receive an update regarding the pending condition survey on the Denes Oval clubhouse and using the findings of the survey to commission a schedule of works for refurbishment of the clubhouse (some aspects may be confidential)

146.7. To consider the feasibility of a Public Works Loan in 2024 for the refurbishment of the Denes Oval wall and essential clubhouse repairs as discussed by the Budget and Loan Sub-Committee

146.8. To receive an update regarding obtaining an updated prioritised and costed schedule of works for capital preventative repair work to a building in Sparrows Nest (some aspects may be confidential)

146.9. To consider obtaining legal advice regarding planned demolition works and disturbance to nesting red listed Kittiwakes

146.10. To consider the merits of Lowestoft Town Council adopting a bespoke Code of Conduct

146.11. To consider the implementation of the Town Council's IT Policy with regard to email correspondence

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

147.1. Appraisals

147.2. Environmental

147.3. Equality and Diversity

147.4. Financial Regulations

147.5. Freedom of Information Publication Scheme

147.6. Friends Group

147.7. Grant Awarding

147.8. Health and Safety

147.9. Heritage Plaques

147.10. Infrastructure Investment Plan

147.11. Investment

147.12. IT

**148. To consider the Heads of Terms and lease for Unit 2 (some aspects may be confidential)**

**149. To note all matters of outstanding legal work, set priorities and agree actions (some aspects may be confidential)**

**150. Date of the next meeting**

12 March 2024 10:30

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

# **Lowestoft Town Council**

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

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**10:30 on 13 February 2024**

- 152. 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:**

**152.1. Any legal matters, including those above as required**