

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 March 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/84316597329>. The meeting can also be observed via YouTube on the following link: <https://youtu.be/7PfShXRZscY>.

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
6 March 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 12 March 2024

AGENDA

153. Welcome

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

154. To receive and consider approval of apologies for absence

155. Declarations of Interests and dispensations

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

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

156. To consider the draft minutes of the meeting on 13 February 2024

157. 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.

158. Budget and Loan:

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

158.2.To note any bank reconciliations

158.3.To consider the Reserves Policy

158.4.To note the consideration of the year end EMR positions and any EMR transfers required, due to be discussed in April 2024

159. Payments and Receipts:

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

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

160. Grants & Sponsorships

160.1.To consider the following grant applications:

160.1a. The Seagull - £2,000

160.1b. Re-Utilize - £1,200

160.1c. Ventura Cottage - £2,000

160.1d. Waveney Domestic Violence and Abuse Forum - £510

160.1e. East Suffolk Travel Association - £174

160.1f. Friends of Fen Park - £100

160.1g. F.I.S.H – Lowestoft Community Church - £1,500

160.2.To note the acceptance of £500 sponsorship from East Coast College in contribution to the Friday event on the Big Green Weekend

161. Other financial and governance matters, including:

161.1.Grounds Maintenance:

161.1a. 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)

161.1b. To consider an alternative budget allocation for the ride-on mower should the Grounds Maintenance budget become challenged

161.1c. To consider finance options for the purchase/hire of a tipper vehicle

161.2.To consider the addition of contract or lease responsibilities to the Asset Management Officer job specification (some aspects may be confidential)

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- 161.3. 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)
- 161.4. To consider the list of delegations
- 161.5. To consider budgeting considerations around the following (some aspects may be confidential):
 - 161.5a. Transition from Hamilton House to Lowestoft Town Hall
 - 161.5b. Engagement of Procurement Consultancy services
 - 161.5c. Transition of initially Lottery-funded Town Hall posts to Town Council payroll
 - 161.5d. Ongoing transitional work around bringing of grounds maintenance operations in-house
- 161.6. To consider the following budget allocations:
 - 161.6a. Refurbishment works to the Belle Vue Park porch entrance
 - 161.6b. A storage unit for Friends of Fen Park
 - 161.6c. Substation at the Town Hall
- 161.7. To consider the budget priorities from the Marina Theatre, including a quotation for replacement stage floor
- 161.8. To consider the purchase of a painting and specify a budget allocation (some aspects may be confidential)
- 161.9. To consider a nomination of a representative to attend the Suffolk Archives Engagement Working Party
- 161.10. To consider a proposal from Lowestoft Town Tennis Club and make recommendation to Full Council
- 161.11. To consider the draft tennis club licence and make recommendation to Full Council
- 161.12. To consider governance terms for the Lowestoft Youth Forum/Council
- 161.13. To consider the merits of Lowestoft Town Council adopting a bespoke Code of Conduct
- 161.14. To consider the implementation of the Town Council's IT Policy with regard to email correspondence

162. Date of the next meeting

9 April 2024 10:30

163. Items for the next agenda and close

164. 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:

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